

ES3640

**OKI**  
PRINTING SOLUTIONS



User's Guide

# PREFACE

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. Oki assumes no responsibility for the results of errors beyond its control. Oki also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by Oki.

While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

The most up-to-date drivers and manuals are available from the Oki web site:

**<http://www.okiprintingsolutions.com/executiveseries>**

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As an ENERGY STAR Program Participant, the manufacturer has determined that this product meets the ENERGY STAR guidelines for energy efficiency.



This product complies with the requirements of the Council Directives 89/336/EEC (EMC), 73/23/EEC (LVD) and 1999/5/EC (R&TTE), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage and Radio & Telecommunications Terminal Equipment.



# NOTES, CAUTIONS AND WARNINGS!

## *NOTE*

*A note provides additional information to supplement the main text.*

## **CAUTION!**

**A caution provides additional information which, if ignored, may result in equipment malfunction or damage.**

## **WARNING!**

**A warning provides additional information which, if ignored, may result in a risk of personal injury.**

## SAFETY WARNINGS

This product has been carefully designed to give years of safe, reliable performance. As with all electrical equipment, however, there are a few basic precautions that should be taken to avoid injury or damage, therefore please be careful to read and understand the safety warnings on the following pages before operating the product.

### WARNING!



**Ensure all warning and instruction labels on this product are read, understood and followed in order to prevent any risk of injury.**



**Ensure this and all other documentation is both read carefully and retained for future reference.**



**This product may be heavy. Please check the weight of this product and take all necessary precautions to prevent any risk of personnel injury.**



**This product must be placed on a flat solid surface strong enough to support its weight to prevent any risk of injury.**



**Ensure that there is adequate ventilation all around this product to prevent overheating and any risk of fire.**

## **WARNING!**



**Keep this product away from direct heat sources such as radiators and out of direct sunlight to prevent any risk of overheating.**



**The power supply required for this product is 220 - 240 VAC, 50/60 Hz. Refer to your product's rating label for full power rating details. Ensure that you have a suitable power supply before connecting the product. If in doubt contact your dealer or check with your local power provider.**



**Ensure both the product and mains power switches are in the OFF position before connecting the AC power cable.**



**This product has an earthed plug as a safety feature and will only connect to an earthed socket. Do not attempt to defeat the earthing or there is a risk of fire or shock.**

## **WARNING!**



**If using an extension cable or power strip ensure that the total current rating (amperes) of all connected equipment is less than the maximum rating of the extension cable, power strip or wall outlet. Otherwise fire or shock may occur.**

**If this product is already supplied with a fitted power strip then NO additional power strip or extension cable should be used to connect to the mains wall outlet.**



**Ensure the power cable is routed so as not to be damaged or cause a trip hazard. If the cable becomes frayed or damaged, replace it immediately to prevent any risk of shock.**



**Do not twist, constrict or knot the power cable as this can cause overheating which may lead to fire or electric shock.**



**Ensure the power socket to which this product is connected is easily accessible at all times.**



**Do not connect or disconnect the power plug with a wet hand as this may cause electric shock.**

## **WARNING!**



**Always hold the power plug to connect/disconnect the power cable to/from the mains socket. Unplugging by pulling on the cable can cause fraying and may lead to fire or electric shock.**



**Use only the power cable and power strip supplied. Using a power cable or power strip not intended for this product may lead to fire or electric shock.**



**To avoid risk of fire and electric shock, do not use the power cable or power strip supplied with this product for any other electrical equipment.**



**If you do not connect the power cord or any other cables only as directed in the User's Guide, this may result in a fire.**



**Ensure loose clothing and hair are kept clear of moving parts when this product is in operation to prevent possible risk of injury.**



**It is recommended that this product is switched off prior to opening any covers.**



**When this product's cover is open, do not touch the fuser unit or print head as you may receive burns. Allow them to cool before touching.**

## **WARNING!**



**If this product's casing gets extremely hot or smoke, unusual smells or abnormal noises are emitted from this product, there is a risk of fire. Unplug the mains connector and contact your dealer.**



**If this product has been knocked over or damaged, there is a risk of electric shock, fire and/or injury. Unplug the mains connector and contact your dealer.**



**If any liquid (for example water) is allowed to enter this product, there is a risk of fire. Unplug the mains connector and contact your dealer.**



**Do not place containers containing liquid on this product as electric shock, fire and/or injuries may occur.**



**If any foreign objects (for example clips) are allowed to enter this product, there is a risk of electric shock, fire and/or injury. Unplug the mains connector before removing the object.**



**Do not introduce foreign objects into the ventilation holes or operate this product with covers open or removed as electric shock, fire and/or injuries may occur.**



## **WARNING!**



**Do not use an extremely flammable spray near this product as the product contains high temperature parts that may cause a fire.**



**Switch this product off before cleaning to prevent any risk of injury. Clean using a damp cloth. Do not use liquid or aerosol cleaners.**



**Do not carry out any operations on this product that are not specified in the User's Guide. This may result in electric shock, fire and/or injury.**



**Do not touch the battery if one is fitted to the product. There is a risk of explosion if the battery is replaced by an incorrect type. The product battery should not require replacement during the life of the printer.**



**After installing additional memory, hard disk drive or any other internally fitted option, any covers removed or doors opened must be closed or replaced and secured to prevent any risk of fire or electric shock.**

## **WARNING!**



**If items such as scanners or finishers are fitted, please exercise care when moving these items so as to avoid risk of entrapment or personnel injury.**



**If this product is installed on a cabinet or high capacity feeder, ensure wheel locks are applied once it is placed in final position for use, to prevent risk of movement or injury.**



**Take care with toner powder. If swallowed, induce vomiting and seek medical attention. Never attempt to induce vomiting if person is unconscious.**



**Take care with toner powder. If inhaled, move the person to an open area for fresh air. Seek medical attention.**



**Take care with toner powder. If it gets into the eyes, flush with large amounts of water for at least 15 minutes keeping eyelids open. Seek medical attention.**



**Take care with toner powder. Spillages should be treated with cold water and soap to help reduce risk of staining skin or clothing.**

## **WARNING!**



**Do not throw toner cartridges or image drum cartridges into a fire as you may receive burns from a dust explosion.**



**This product is designed to operate within the following environmental operating conditions:**

**Temp: 10 to 32°C**

**Humidity: 20 to 80% RH**



**The acoustic noise level of this product is 70 dB(A) or less according to EN ISO 7779.**

**Imported into the EU by:**

**OKI Europe Ltd, trading as Oki Printing Solutions,  
Central House,  
Balfour Road,  
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Middlesex,  
TW3 1HY  
United Kingdom.**

**For all sales, support and general enquiries contact your local distributor.**

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# INTRODUCTION

Congratulations on buying an Oki colour printer. Your new printer is designed with advanced features to give you clear, vibrant colour prints and crisp black and white pages at high speed on a range of print media for the office.

## FEATURES

The following features are standard on the ES3640:

- > Up to 36 pages per minute in full colour for fast printing of high impact colour presentations and other documents
- > Up to 40 pages per minute in black and white for fast and efficient printing of all general purpose documents not requiring colour
- > 1200 x 600 dpi (dots per inch) print resolution for high quality image production showing the finest detail
- > ProQ2400 multilevel technology produces subtler tones and smoother gradations of colour to lend photographic quality to your documents
- > Single Pass Colour Digital LED technology for high speed processing of your printed pages
- > Automatic two-sided (duplex) printing for economical use of paper and compact printing of larger documents
- > Hard disk drive enables spooled and verified printing
- > High Capacity Feeder (HCF) (1590 sheets)
- > 10Base-T and 100Base-TX network connection lets you share this valuable resource among users on your office network
- > USB 2.0 and parallel (IEEE-1284) interfaces
- > PCL, PS, IBM PPR, Epson FX emulations

Additionally, the following optional features are available:

- > Additional paper tray for loading a further 530 sheets.
- > Additional memory
- > Finisher (for stapling printer output)

- > Punch unit (to extend Finisher functionality)
- > Wireless LAN networking capability

## ABOUT THIS GUIDE

### NOTE

*Images used in this manual may include optional features that your printer does not have installed.*

This manual is your user's guide (check the web site, [www.okiprintingsolutions.com/executiveseries](http://www.okiprintingsolutions.com/executiveseries), for the most up-to-date version) for your printer and forms part of the overall user support listed below:

- > **Set-up guide:** to describe how to unpack, connect and turn on your printer

This is a paper document that is packaged with the printer.

- > This **User's Guide:** to help you to become familiar with your printer and make the best use of its many features. Also included are guidelines for troubleshooting and maintenance to ensure that it performs at its best. Additionally, information is provided for adding optional accessories as your printing needs evolve.

This is an electronic document stored on CD3.

- > **Printing Guide** for Windows users and Mac users: to help you operate your printer effectively and efficiently

This is an electronic document stored on CD3.

- > **Configuration Guide:** to provide machine configuration and network configuration information

This is an electronic document stored on CD3.

- > **Installation Guides:** accompany consumable items and optional accessories to describe how to install them

These are paper documents that are packaged with the consumables and optional accessories.

- > **Online Help:** online information accessible from the printer driver and utility software



## ONLINE USAGE

This guide is intended to be read on screen using an Adobe Acrobat Reader. Use the navigation and viewing tools provided in Acrobat.

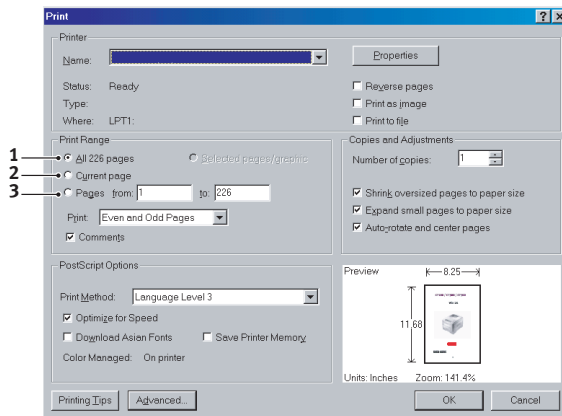
You can access specific information in two ways:

- > In the list of bookmarks down the left hand side of your screen, click on the topic of interest to jump to the required topic. (If the bookmarks are not available, use the ["Contents" on page 12.](#))
- > In the list of bookmarks, click on Index to jump to the Index. (If the bookmarks are not available, use the ["Contents" on page 12.](#)) Find the term of interest in the alphabetically arranged index and click on the associated page number to jump to the page containing the term.

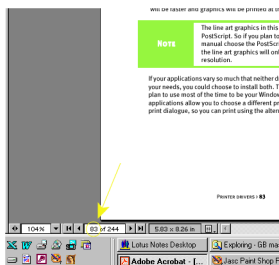
## PRINTING PAGES

The whole manual, individual pages, or sections may be printed. The procedure is:

1. From the toolbar, select [File], then [Print] (or press the Ctrl + P keys).
2. Choose which pages you wish to print:
  - (a) [All pages], (1), for the entire manual.
  - (b) [Current page], (2), for the page at which you are looking.



- (c) [Pages from] and [to], (3), for the range of pages you specify by entering their page numbers.



- 3.** Click on [OK].

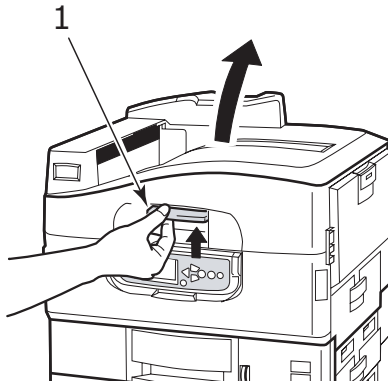
# PRINTER AND PAPER OVERVIEW

## OPENING AND CLOSING THE TOP COVER

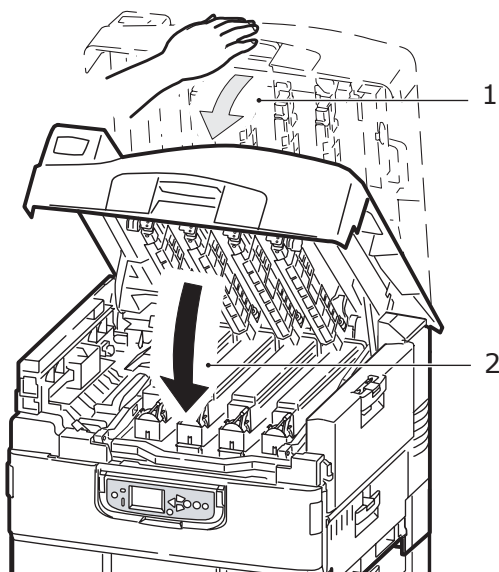
### CAUTION!

**To gain access to the inside of the printer, ensure that the top cover is fully opened.**

To open the top cover, squeeze the top cover handle (1) to release the catch and raise the cover.



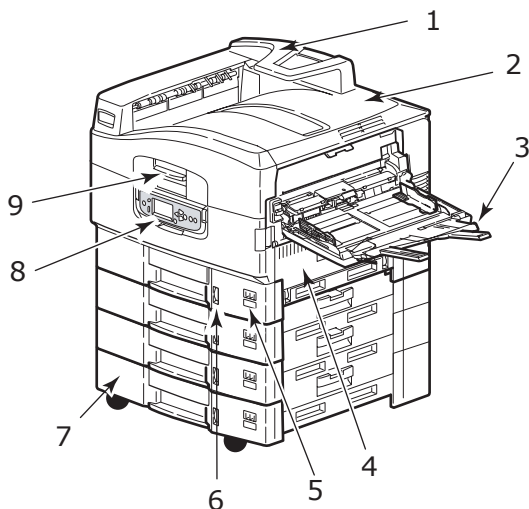
To close the top cover, push gently (1) until the cover stops midway and then push harder (2) to close the cover completely. Ensure that the cover is securely closed.



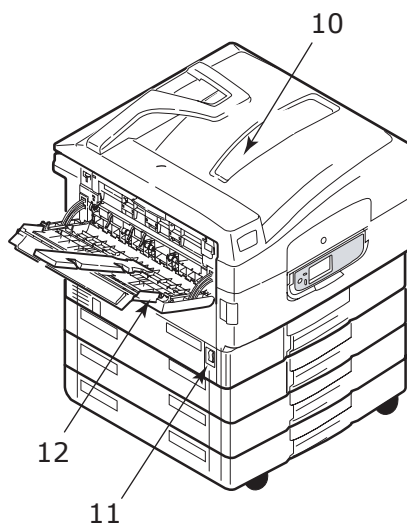
## IDENTIFYING MAJOR COMPONENTS

The major components of your printer are identified in the representations below.

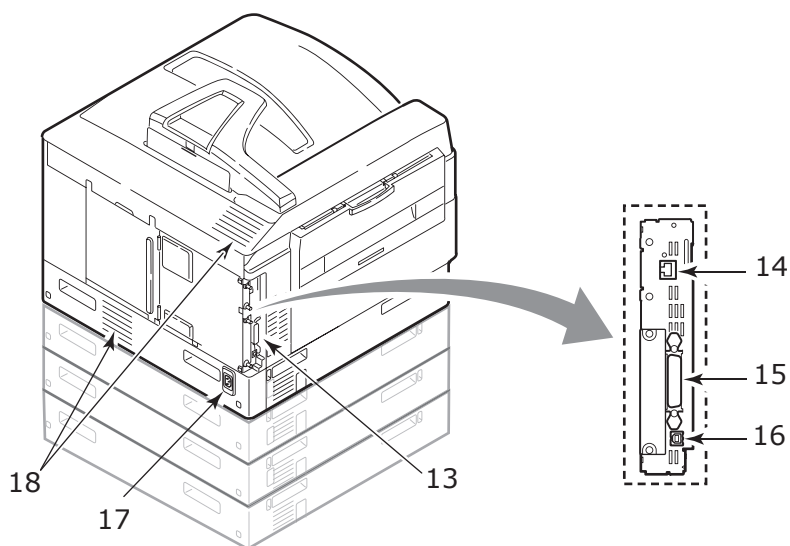
1. Paper holding arm
2. Top cover (face-down stacker)
3. MP Tray (multi-purpose tray)
4. Tray 1 side cover
5. Paper size label
6. Paper volume indicator
7. Tray 1 (paper tray)
8. Control panel
9. Top cover handle



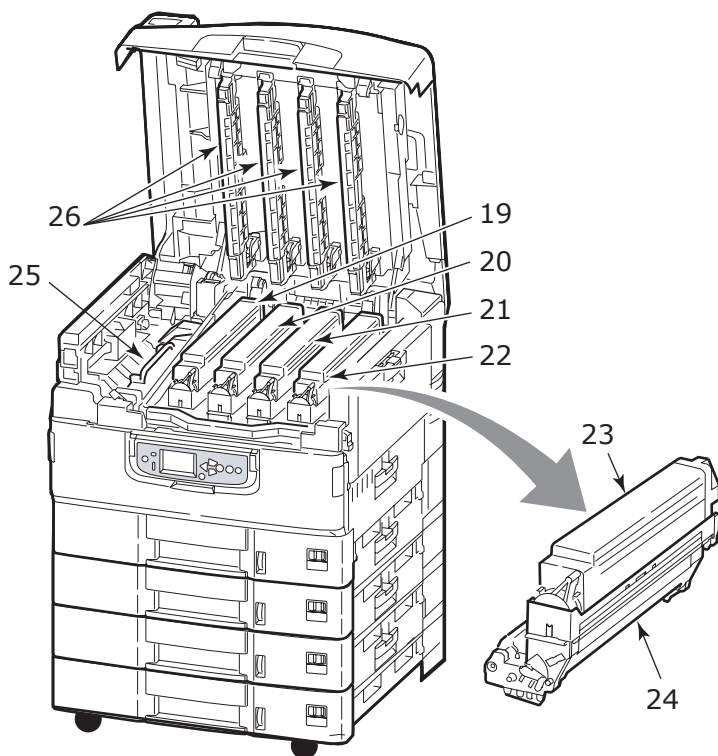
- 10.** Face-down stacker
- 11.** Power (on/off) switch
- 12.** Face-up stacker



- 13.** Interface unit
- 14.** Network interface connector
- 15.** Parallel interface connector
- 16.** USB interface connector
- 17.** Power connector
- 18.** Ventilation holes

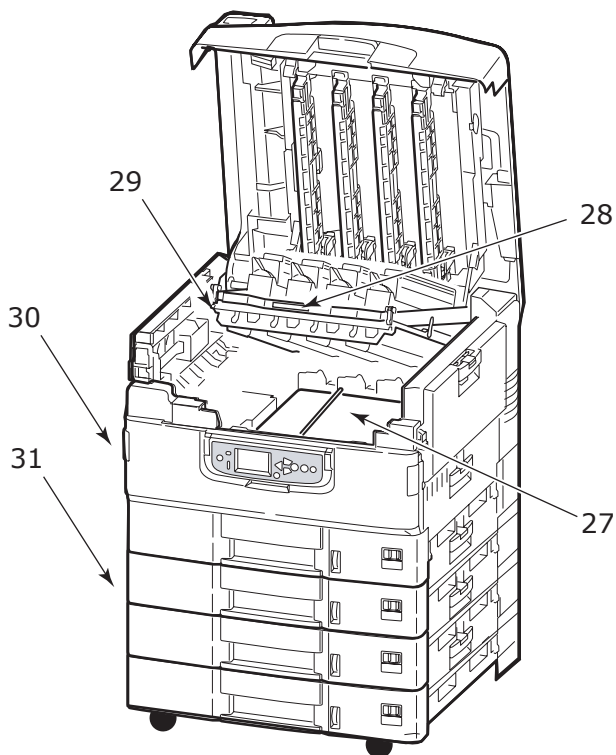


- 19.** Image drum cartridge and toner cartridge (Cyan)
- 20.** Image drum cartridge and toner cartridge (Magenta)
- 21.** Image drum cartridge and toner cartridge (Yellow)
- 22.** Image drum cartridge and toner cartridge (Black)
- 23.** Toner cartridge
- 24.** Image drum cartridge
- 25.** Fuser unit
- 26.** LED heads





- 27.** Belt unit
- 28.** Drum basket handle
- 29.** Drum basket
- 30.** Duplex unit
- 31.** High Capacity Feeder (HCF), three trays



## SOFTWARE SUPPLIED

CDs:

- > CD1 – Drivers and Utilities  
Contains driver and application software for use by a general user.
- > CD2 – Network and Administrator Utilities  
Contains software for use by system administrators.
- > CD3 – User's Guides  
Contains documentation in electronic form (for example, the User's Guide and Printing Guide) to describe how to use the printer for day-to-day printing tasks.

## PAPER RECOMMENDATIONS

Your printer will handle a variety of print media, including a range of paper weights and sizes, transparencies and envelopes. This section provides general advice on choice of media, and explains how to use each type.

The best performance will be obtained when using standard weight 75 – 90g/m<sup>2</sup> paper designed for use in copiers and laser printers. Suitable types are:

- > Arjo Wiggins Colour Solutions 90g/m<sup>2</sup>
- > Colour Copy by Neusiedler

Use of heavily embossed or very rough textured paper is not recommended.

**Pre-printed stationery** can be used, but the ink must not offset when exposed to the high fuser temperatures used in the printing process.

**Envelopes** should be free from twist, curl or other deformations. They should also be of the rectangular flap type, with glue that remains intact when subjected to hot roll pressure fusing used in this type of printer. Window envelopes are not suitable.

**Transparencies** should be of the type designed for use in copiers and laser printers. In particular, avoid office transparencies designed for use by hand with marker pens. These will melt in the fuser and cause damage.

**Labels** should also be of the type recommended for use in copiers and laser printers, in which the base carrier page is entirely covered by labels. Other types of label stock may damage the printer due to the labels peeling off during the printing process. Suitable types are:

- > Avery White Laser Label types 7162, 7664, 7666 (A4), or 5161 (Letter)
- > Kokuyo A693X series (A4) or A650 (B5)

## PAPER INPUT AND OUTPUT INFORMATION

The following table relates paper parameters to input trays (Tray 1 to Tray 5 (numbering from the top) and MP Tray) and to output areas (Face-down stacker and Face-up stacker).

TYPE	SIZE	WEIGHT	INPUT/ OUTPUT
Plain paper	A3, A3 Nobi, A3 Wide, A4, A5, A6, B4, B5, Letter, Legal 13, Legal 13.5, Legal 14, Executive, Tabloid, Tabloid Extra	64 – 216g/m <sup>2</sup>	Any Tray Any Stacker
	Custom W: 100 – 328mm L: 148 – 457.2mm	64 – 216g/m <sup>2</sup>	Any Tray Face-up Stacker
	Custom W: 79.2 – 328mm L: 90 – 457.2mm	64 – 268g/m <sup>2</sup>	MP Tray Face-up Stacker
	Banner W: A4 width L: 457.2 – 1200mm	128g/m <sup>2</sup> recommended	MP Tray Face-up Stacker
	Index card: 76.2 x 127mm	64 – 268g/m <sup>2</sup>	MP Tray Face-up Stacker
Postcard	–	–	Tray 1 or MP Tray Face-up Stacker

TYPE	SIZE	WEIGHT	INPUT/ OUTPUT
Envelope	120 x 235mm 90 x 205mm 235 x 120mm 235 x 105mm 240 x 332mm 216 x 277mm 119 x 197mm 210 x 297mm	85g/m <sup>2</sup>	MP Tray Face-up Stacker
	324 x 229mm 229 x 162mm 220 x 110mm 225.4 x 98.4mm 241.3 x 104.8mm 190.5 x 98.4mm	Based on 90g/m <sup>2</sup> paper	
Labels	A4, Letter, B5	0.1 – 0.2mm	MP Tray Face-up Stacker
Transparencies Glossy paper	A4, Letter	0.1 – 0.11mm	Tray 1 or MP Tray Face-up Stacker

## TRAYS AND STACKERS

### TRAYS 1 TO 5

Tray 1 is the standard blank paper input tray and can hold up to 530 sheets of paper. Trays 2 to 4 hold a further 1590 sheets while an additional optional tray gives a total tray capacity of 2650 sheets.

If you have identical paper stock loaded in another tray (for example Tray 2 or the MP Tray), you can have the printer automatically switch to that other tray when the current tray runs out of paper. This function can be enabled by driver settings when printing from a Windows application or by a menu setting when printing from other applications.

### MP TRAY

The multi-purpose tray is used for media sizes additional to those of the standard trays, heavier media weights and special media.

The multi-purpose tray can handle the same sizes as the standard trays but in weights up to 268g/m<sup>2</sup>. For very heavy paper stock use

the face-up paper stacker. This ensures that the paper path through the printer is almost straight.

The multi-purpose tray can feed paper widths as small as 76.2mm and lengths up to 1200mm. For banner printing, recommended sizes are A4 wide, 900mm and 1200mm long and weight 128g/m<sup>2</sup>. Since paper of width less than 100mm does not autofeed, you have to press the ONLINE button to cause it to feed.

Use the multi purpose tray for printing on envelopes and transparencies. Up to 100 sheets of transparencies or 25 envelopes can be loaded at one time, subject to a maximum stacking depth of 25mm.

Paper or transparencies should be loaded print side up and top edge into the printer. Do not use the duplex (two-sided printing) function for transparencies.

### **FACE-DOWN STACKER**

The face-down stacker on the top of the printer can hold up to 500 sheets of 80g/m<sup>2</sup> standard paper, and can handle paper stocks from 64 – 216g/m<sup>2</sup>. Pages printed in reading order (page 1 first) will be sorted in reading order (last page on top, facing down).

### **FACE-UP STACKER**

The face-up stacker should be opened and the tray extension pulled out when required for use. (With the face-up stacker either open or closed, the driver setting of Face Down will successfully direct prints to the Face-Down stacker.)

The face-up stacker can hold up to 250 sheets of 80g/m<sup>2</sup> standard paper and can handle stocks up to 268g/m<sup>2</sup>.

Always use this stacker and the multi-purpose feeder for paper stocks heavier than 216g/m<sup>2</sup>.

### **DUPLEX UNIT**

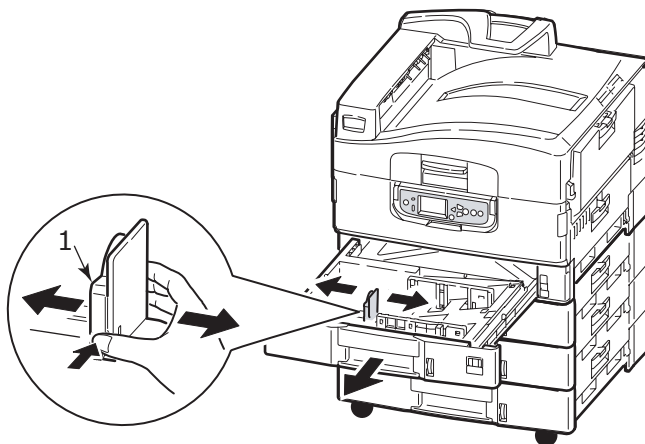
This unit provides automatic two-sided printing on plain paper fed from Trays 1 – 5 or the MP Tray. Applicable paper sizes are A6, A5, B5, B5LEF, Executive, A4, A4LEF, Letter, LetterLEF, Legal 13 in, Legal 13.5 in, Legal 14 in, B4, Tabloid, Tabloid Extra, A3, A3 Wide, A3 Nobi, Custom size (100 – 328mm wide, 148 – 457.2mm long), using paper stocks in the range 64 – 120g/m<sup>2</sup>.

## TRAY AND STACKER EXAMPLES

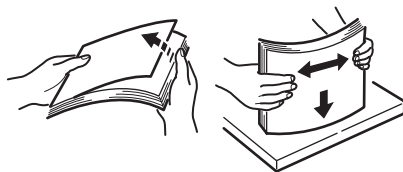
### LOADING TRAYS 1 TO 5

Tray 1 is used in the following example.

1. Pull out the tray.
2. Press the paper rear stopper tab (1) and adjust the tab to the required paper size.



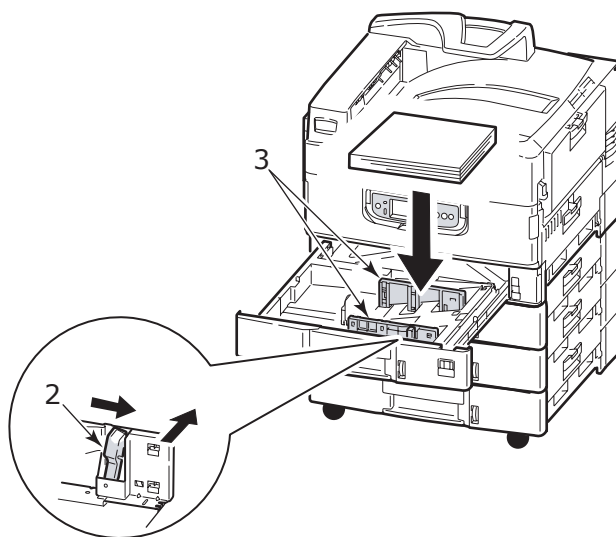
3. Fan the paper to be loaded then tap the edges of the stack on a flat surface to make it flush.



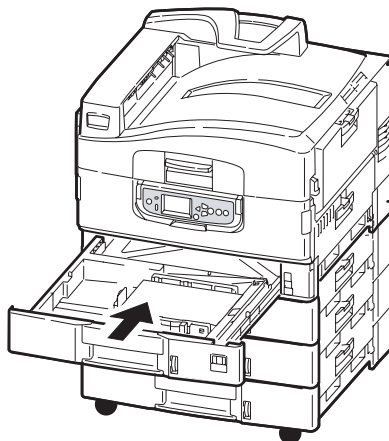
- 4.** Load the paper (face down and top edge towards the right for headed paper), press the tab (2) on the paper guide and adjust the guides (3) for a snug fit to the paper.

To avoid paper jams:

- > Do not leave space between the paper and the guides and rear stopper.
- > Do not overfill the paper tray. Capacity depends on the paper type.
- > Do not load damaged paper.
- > Do not load paper of different sizes or types at the same time.

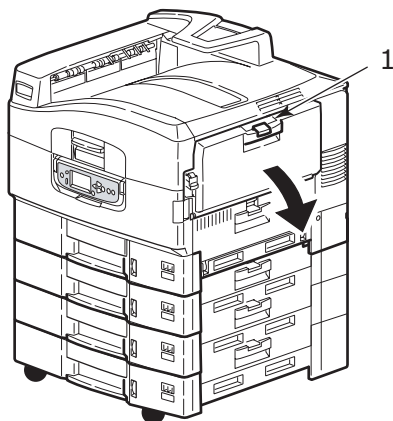


5. Gently push the tray back into the printer.



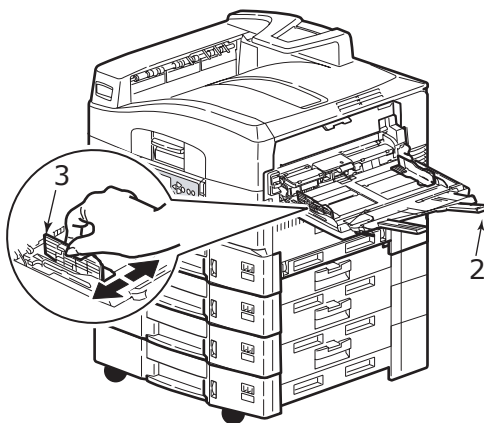
#### USING THE MP TRAY

1. Squeeze the handle (1) and open the multi-purpose tray.

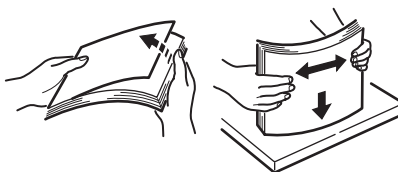




2. Fold out the paper support section and swivel out the extension supports (2).

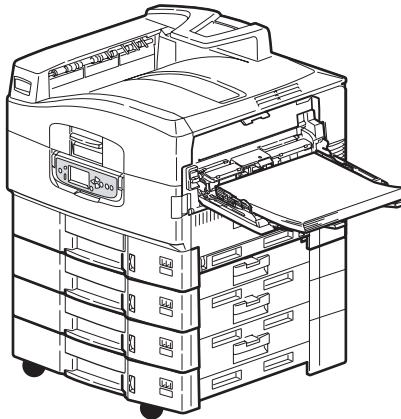


3. Adjust the paper guides (3) to the size of the paper being used.
4. Fan the paper to be loaded then tap the edges of the stack on a flat surface to make it flush.



**5. Load the paper.**

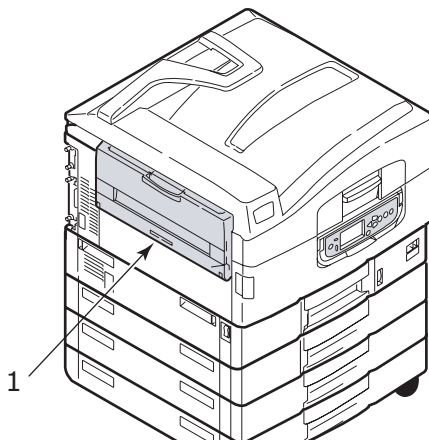
- > For single-sided printing on headed paper, load the paper into the multi-purpose tray with pre-printed side up and top edge into the printer.
- > For two-sided (duplex) printing on headed paper, load the paper with pre-printed side down and top edge away from the printer. (The duplex unit must be installed for this function.)
- > Envelopes should be loaded face-up with long edge into the printer. Do not select duplex printing on envelopes.
- > Do not leave space between the paper and the guides.
- > Do not exceed the paper capacity of approximately 230 sheets, 100 transparencies or 25 envelopes. Maximum stacking depth is 25mm.



## USING THE STACKERS

### Face-down stacker

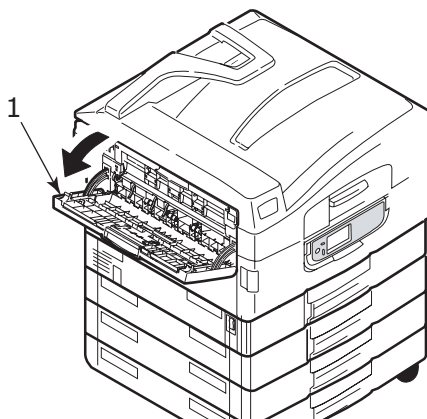
When the face-up stacker (1) on the left side of the printer is closed (its normal position), paper is ejected to the face-down stacker on the top of the printer.



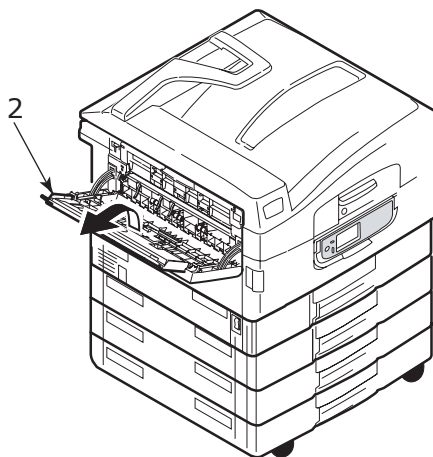
### Face-up stacker

The face-up exit path is used for heavy paper (cardstock etc.), envelopes, transparencies, and labels.

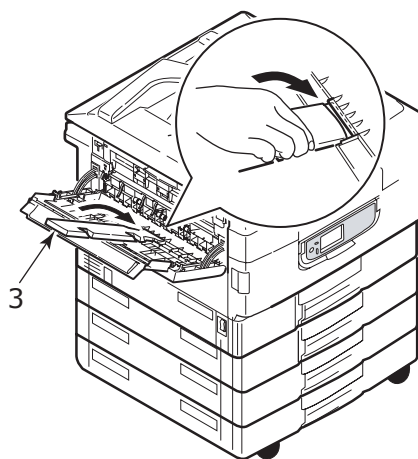
1. Open the stacker (1).



2. Flip out the paper support (2).

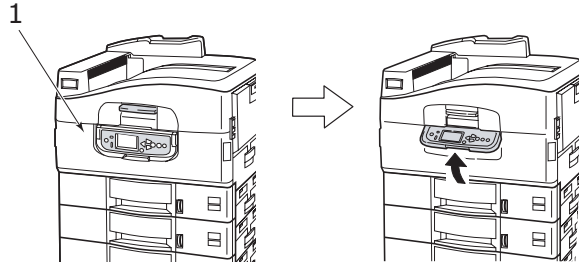


3. Swivel out the paper support extension (3).



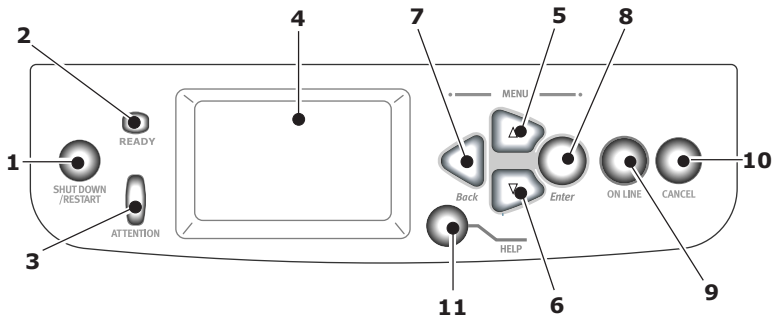
## CONTROL PANEL

The control panel can be swivelled to 90° (maximum) upwards from its base position (1) as required for ease of use.



## CONTROLS AND INDICATORS

The parts of the control panel are identified and briefly explained below:



### 1. Shutdown/Restart button

Hold down for more than 2 seconds for a soft shutdown. You can then press this button again for a restart or use the **Power** switch to turn off the printer completely.

**2. Ready indicator**

On: indicates ready to print

Flashing: indicates processing print data

Off: indicates unable to receive data (offline)

**3. Attention indicator**

Off: indicates normal operation

Flashing: indicates error(s) present but printing can continue

On: indicates error(s) present and printing cannot continue

**4. LCD panel**

Displays status and setup information for the printer and user help information in your chosen language

**5. Up-arrow button**

Enters menu mode and enables upward movement through the displayed list of menu items

**6. Down-arrow button**

Enters menu mode and enables downward movement through the displayed list of menu items

**7. Back button**

Returns to the previous higher level menu item

**8. Enter button**

Enters menu mode and selects the menu item highlighted in the LCD panel

**9. Online button**

Switches between online (printer ready to receive data) and offline (printer not ready to receive data)

**10. Cancel button**

Cancels current print job

**11. Help button**

Provides additional textual or image data to supplement what is displayed on the LCD panel

## LCD PANEL MODES

The LCD panel can display the following:

- > Status information
- > Menu (functions) information
- > Configuration information
- > Help information

### STATUS INFORMATION

Status information is associated with three printer states:

In the Information state, such as idling or printing, the printer is able to process print jobs.

In the Warning state, the printer has encountered some minor problem but is still able to process print jobs.

In the Error state, the printer has encountered a problem and cannot continue printing until the user has intervened and removed the cause of the trouble.

The top two lines of the display panel show the printer status. The bottom of the display panel normally shows a bar chart of the toner usage.

### MENU (FUNCTIONS) INFORMATION

There are three types of menu (functions) information:

User menus: activated by pressing the **Enter** button, **Up-arrow** or **Down-arrow** button on the control panel. These menus are available to the general user to make various settings that are used in the running of the printer.

Administrator menu: activated by pressing the **Enter** button for more than 2 seconds while turning on the printer power supply (including Restart). Available to administrator level users. Restricts the changes that general users can make via the user menus.

System maintenance menu: activated by pressing the **Up-arrow** and **Down-arrow** buttons together for more than 2 seconds while turning on the printer power supply

(including Restart). Available to specialist staff to allow printer configurations and special functions to be set.

## **CONFIGURATION INFORMATION**

Configuration information displays printer configuration information such as internal firmware versions.

Menu options at each level can be scrolled through by moving the highlight with the **Up-arrow/Down-arrow** buttons and a highlighted option at that level can be selected by pressing the **Enter** button. When the lowest level menu has been selected, you can change the setting for that menu by selecting the required highlighted value from a list or by entering a numeric value. In other cases, you can display or print configuration information.

## **HELP MODE**

When an error has occurred, press the **Help** button. Information displays that will help you correct the error.

## **LCD PANEL MESSAGES**

The LCD panel messages, supplemented by the Help messages where appropriate, are intended to be self-explanatory. More information on typical messages is provided in ["Appendix A – LCD Messages" on page 103](#).



## USING THE MENUS

### NOTE

Menu details are given in ["Appendix B – Menu system" on page 105](#) for reference.

The **Enter**, **Up-arrow**, **Down-arrow** and **Back** buttons are used to move through the printer menus. You can adjust settings (e.g. set the paper size for Tray 1) or view information (e.g. how much is left of a selected consumable).

Many of these menu settings can be, and often are, overridden by settings in the Windows printer drivers. However, several of the driver settings can be left at "Printer Setting," which will then default to the settings entered in these printer menus.

The steps involved in using the menus are typically as follows:

1. Ensure that the LCD panel indicates that the printer is ready to print.
2. Enter User menu mode by pressing either the **Enter** button or the **Up-arrow** or **Down-arrow** button and press the latter two repeatedly as required until the desired menu is highlighted in the displayed list.
3. Press the **Enter** button to select this menu.
4. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until the desired Item is highlighted.
5. Press the **Enter** button to select this Item.
6. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until the desired Value is highlighted.
7. Press the **Enter** button to select this Value. (If you are setting a parameter, ensure that an asterisk (\*) appears beside the selected parameter Value.)
8. Press the **Online** button to exit menu mode and return to the ready to print status.

Refer to the section entitled ["Getting started" on page 42](#) and ["Appendix B – Menu system" on page 105](#) for examples of using the menus.

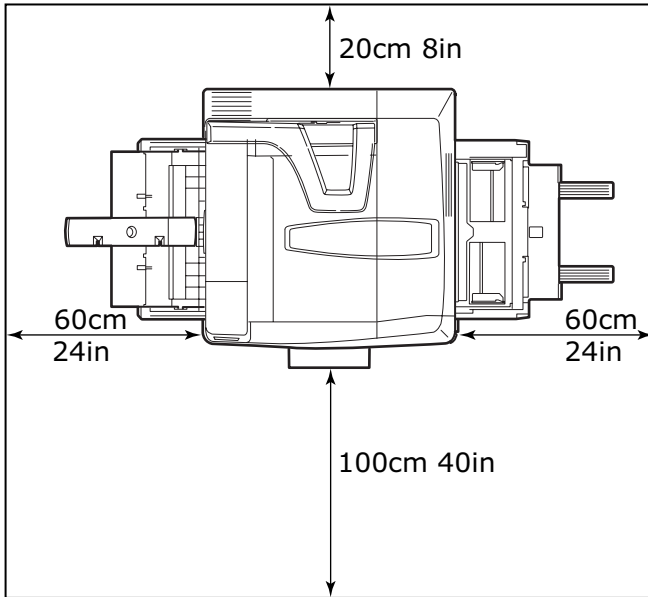
# GETTING STARTED

This section provides information to help you get started with using your printer.

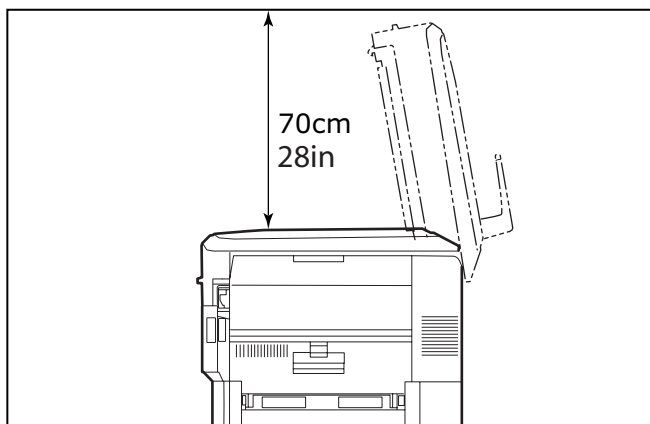
## PRINTER LOCATION

Check that you have sufficient space for access:

> around your printer:



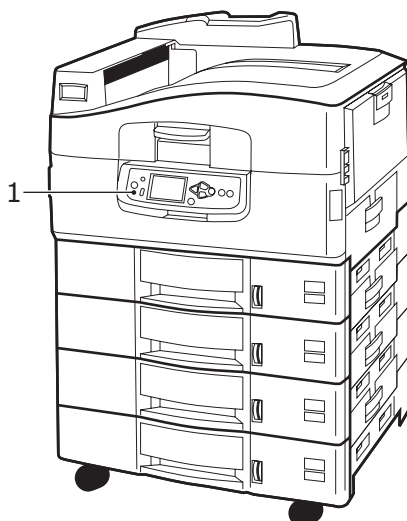
> above your printer:



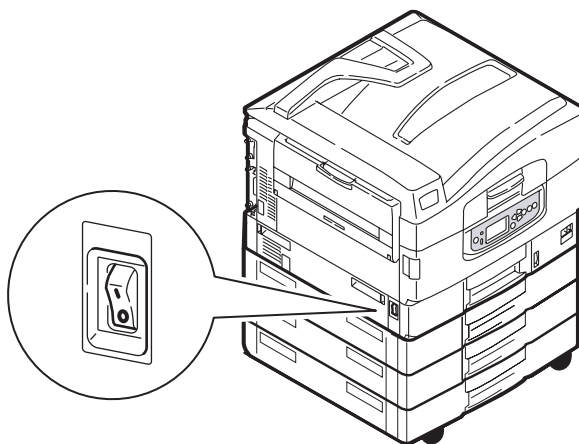
## TURNING OFF/ON

### TURNING OFF

1. Press and hold down the **Shutdown/Restart** button (1) on the control panel to start the shutdown process.



2. When the LCD display shows that you can either turn off or restart the printer, set the printer **Power** switch to Off. Please wait as this may take a short time.

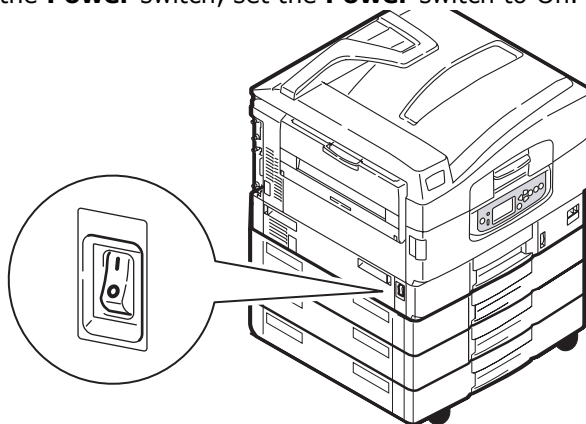


## TURNING ON

### NOTE

*If you have used the **Shutdown/Restart** button to reduce the printer to a state where the LCD panel indicates it can be turned off or restarted, you can turn it on again by pressing the **Shutdown/Restart** button.*

1. To start the printer after it has been turned off by using the **Power** switch, set the **Power** switch to On.



## CHANGING THE DISPLAY LANGUAGE

Carry out the following steps to change the language that is displayed on the LCD display:

1. Ensure that the LCD panel indicates that the printer is ready to print.
2. Enter menu mode by pressing either the **Up-arrow** or **Down-arrow** button and press them repeatedly as required until Menus is highlighted.
3. Press the **Enter** button to select Menus.
4. Press the **Up-arrow** or **Down-arrow** buttons repeatedly as required until System Adjust is highlighted.
5. Press the **Enter** button to select System Adjust.
6. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Language is highlighted.
7. Press the **Enter** button to select Language.
8. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until the desired language is highlighted.
9. Press the **Enter** button to select this language. Ensure that an asterisk (\*) appears beside the selected language.
10. Press the **Online** button to exit menu mode and return to the ready to print status.

## CHECKING CURRENT SETTINGS

Carry out the following steps to generate a Configuration report (Menu Map) to confirm that your printer is correctly configured.

1. Ensure that there is A4 paper in Tray 1 (to be used in this operation).
2. Ensure that the LCD panel indicates that the printer is ready to print.
3. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Print Information is highlighted.
4. Press the **Enter** button to select Print Information.
5. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Configuration is highlighted.

6. Press the **Enter** button to select Configuration.
7. Press the Enter button to execute the command and a Configuration document is printed.
8. After printing the configuration document, the printer returns to the ready to print status.
9. You can use this document to check your printer configuration. System values and installed accessories are listed at the top of the first page while status values and settings follow.

## INTERFACES AND CONNECTION

Your printer is equipped with a selection of data interfaces:

- > **Parallel** – For direct connection to a PC. This port requires a bi-directional (IEEE 1284 compliant) parallel cable.
- > **USB** – For connection to a PC running Windows 98 or above (not Windows 95 upgraded to Windows 98) or Macintosh. This port requires a cable conforming to USB version 2.0 or above.

The printer may not work if a USB- compatible device is connected concurrently with other USB-compatible machines.

When connecting multiple printers of the same type, they appear as \*\*\*\*\*, \*\*\*\*\* (2), \*\*\*\*\* (3), etc. These numbers depend on the order of connecting or turning on each printer.

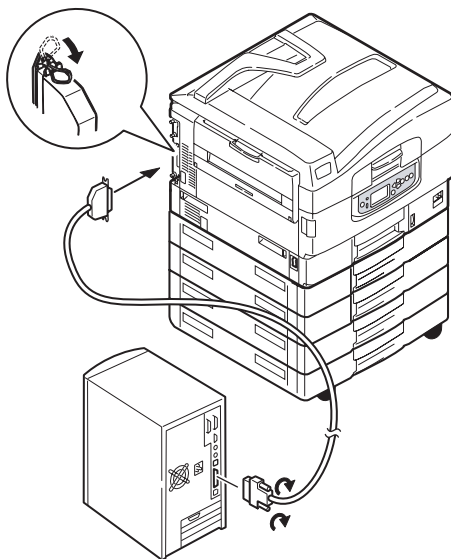
- > **Ethernet** – For network cable connection.

### NOTE

*Interface cables are not supplied with your printer.*

### CONNECTING THE PARALLEL INTERFACE

1. Turn off the printer and the computer.
2. Connect a parallel cable between the printer and computer.



3. Turn on the printer and then the computer.

### CONNECTING THE USB INTERFACE

Do not connect the USB cable at this time. You will be instructed when to connect the USB cable when you run the Drivers CD, CD1.

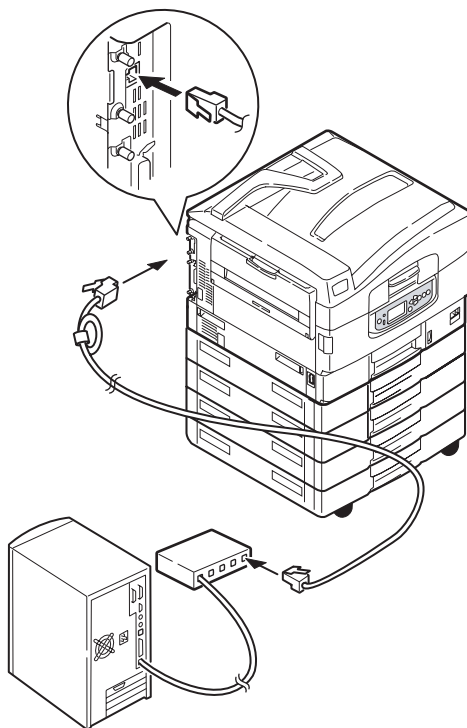
If you are connecting your printer directly to a stand alone computer proceed to the section entitled ["Using the Drivers CD" on page 49](#).

## CONNECTING THE NETWORK INTERFACE

### CAUTION!

**Do not connect a USB cable into the network interface connector as this may lead to malfunction.**

1. Turn off the printer and the computer.
2. Connect an Ethernet cable between the printer and an Ethernet hub.



3. Turn on the printer and then the computer.

If your printer is to be installed as a network printer, please refer to the relevant section in the Configuration Guide for further details on how to configure the network connection before installing the printer drivers.



**NOTE**

*Administrator's authority is required when installing a network connection.*

## **USING THE DRIVERS CD**

Insert the Drivers CD into your computer and follow the on-screen instructions. You are prompted to follow a set of basic steps to configure the display panel language, install drivers and other software and finally print a test page to check that your printer is operating correctly thus far.

# **OPERATION**

## **USING THE PRINTER**

For full details of how to use the printer and any optional accessories to print jobs efficiently and effectively, please refer to the Printing Guide.

## CONSUMABLES AND MAINTENANCE

This section explains how to replace consumable and maintenance items when due. As a guide, the life expectancy of these items is:

- > Toner — 15,000 A4 pages at 5% coverage.

The printer is shipped with sufficient toner for 7,500 A4 pages in the print cartridges of which 1 – 2,000 A4 pages of toner are used to charge the image drum.

- > Image drum — 30,000 A4 pages average life
- > Transfer belt — Approximately 100,000 A4 pages
- > Fuser — Approximately 100,000 A4 pages

### CHECKING CONSUMABLE/MAINTENANCE ITEM USAGE

At any time, you can check how much of each consumable/maintenance item is left by using the appropriate menus. For example, enter the menu system and follow the path:

Configuration>Supplies Life>Cyan Toner

The percentage of Cyan Toner remaining is displayed on the LCD panel and the printer then returns to the ready to print status.

### REPLACEMENT INDICATIONS

The LCD panel provides messages to the effect that consumables/maintenance items are running low or nearing end of life followed some time later by a message that replacement is required. You should replace the item as soon as possible after this message is displayed to avoid the possibility of print quality being compromised.

The paper feed rollers and the multi-purpose (MP) tray feed rollers do not have any replacement warning messages. Recommended replacement: after approximately 120,000 A4 sheets.

## CONSUMABLE ITEM ORDER INFORMATION

ITEM	LIFE	ORDER NUMBER
Toner, Black x 6	15,000 A4 pages @ 5%	42918928
Toner, Cyan x 6	15,000 A4 pages @ 5%	42918927
Toner, Magenta x 6	15,000 A4 pages @ 5%	42918926
Toner, Yellow x 6	15,000 A4 pages @ 5%	42918925
Image drum, Black x 3	30,000 A4 pages avg	42918124
Image drum, Cyan x 3	30,000 A4 pages avg	42918123
Image drum, Magenta x 3	30,000 A4 pages avg	42918122
Image drum, Yellow x 3	30,000 A4 pages avg	42918121
Staples	3 x 3000 staples	01175901

## MAINTENANCE ITEM ORDER DETAILS

ITEM	LIFE	ORDER NUMBER
Fuser unit	100,000 A4 pages	01173001
Belt unit	100,000 A4 pages	01173101
Waste toner container	30,000 A4 pages avg	01173201
Hopping roller set (Tray)	120,000 A4 pages	01174701
Hopping roller set (MPT)	120,000 A4 pages	01174801

## REPLACING CONSUMABLES/MAINTENANCE ITEMS

Each consumable or maintenance item comes complete with its own installation details which give full instructions on replacement. You are advised to follow these instructions carefully.

### CAUTION!

**Only use genuine Oki Original consumables to ensure the best quality and performance from your hardware. Non-Oki Original products may damage your printer's performance and invalidate your warranty. Specifications subject to change without notice. All trademarks acknowledged.**

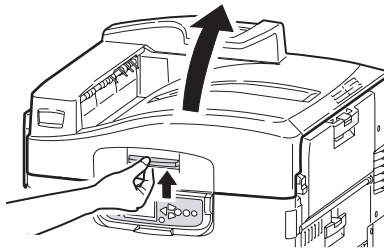
## CLEANING THE LED HEADS

You are advised to clean the LED heads:

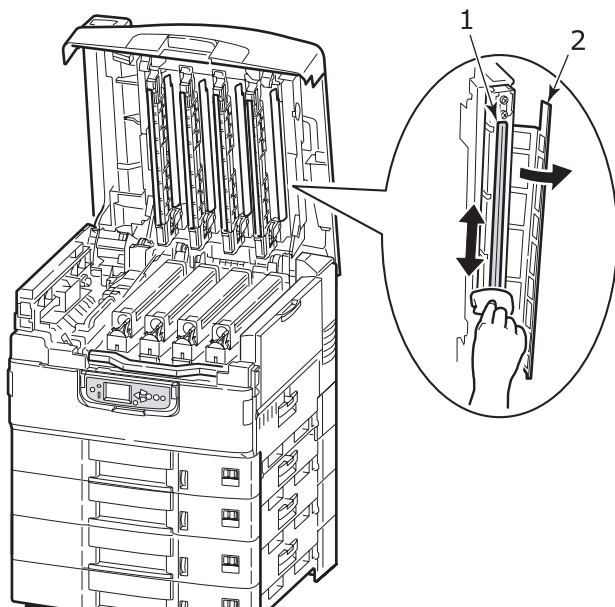
- > any time you replace a toner cartridge (a LED lens cleaner is enclosed with each replacement toner cartridge)
- > if printing is showing signs of faded images, white stripes or blurred letters

You can use a LED lens cleaner or dry, soft cloth for cleaning the LED heads.

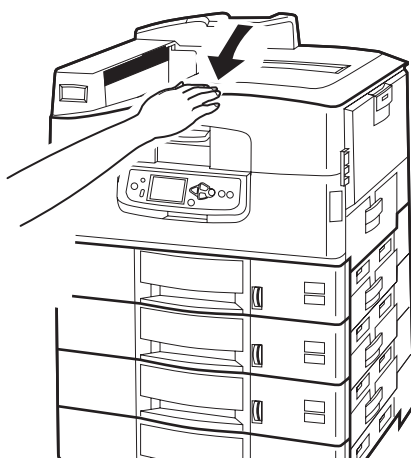
1. Open the top cover.



- 2.** With an LED lens cleaner or soft cloth, gently wipe each of the four heads (1). Move the cleaner as shown, using a clean section of the cleaner with each pass. Be careful not to damage the guards (2).



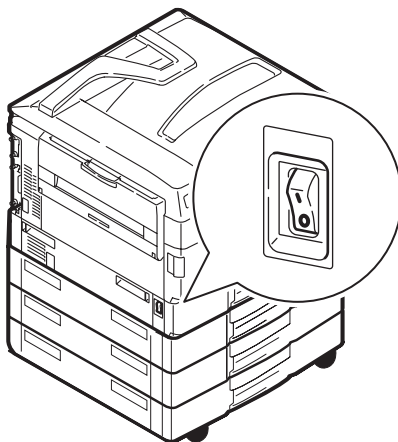
- 3.** Close the top cover.



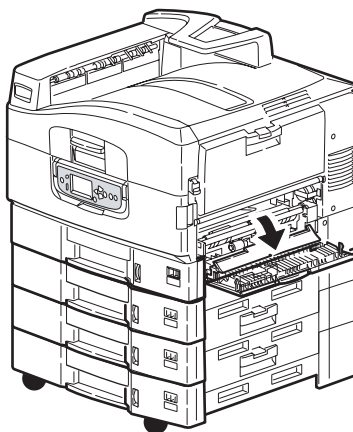
## CLEANING THE PAPER FEED ROLLERS

Clean the paper feed rollers if paper jams frequently occur.

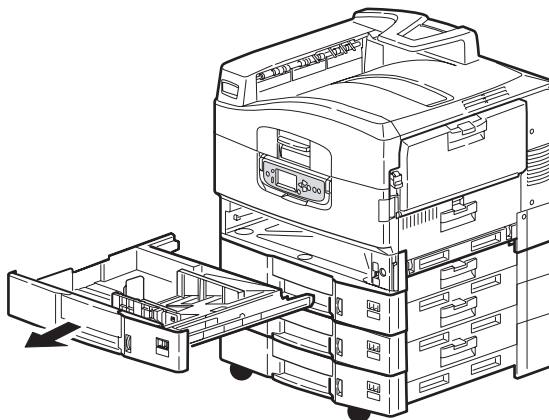
1. Remove items like a wrist watch or bracelet and follow the correct steps to turn the printer off.



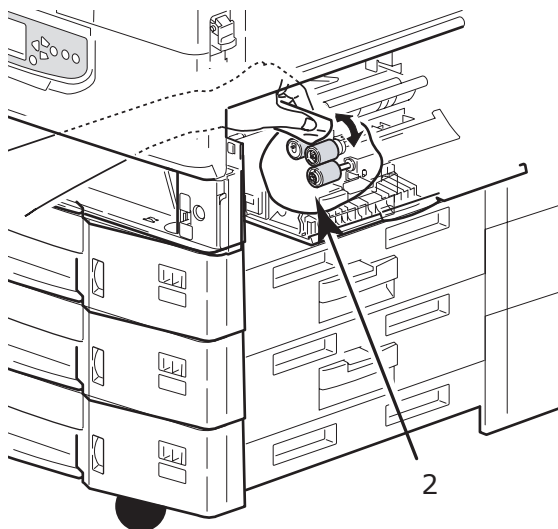
2. Open Tray 1 side cover.



- 3.** Remove Tray 1 completely from the printer.

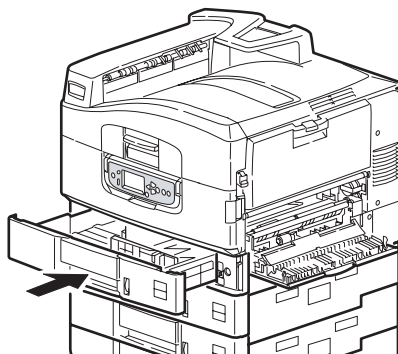


- 4.** Gaining access through the gap left by Tray 1, wipe the 3 paper feed rollers (2) with a soft cloth lightly moistened with water.

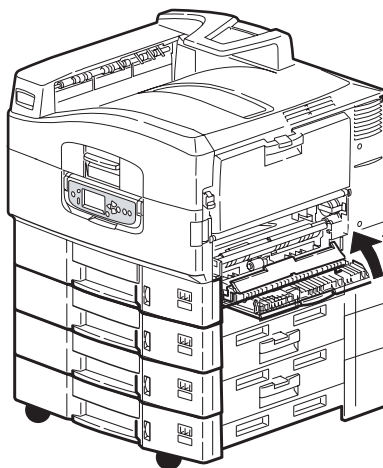




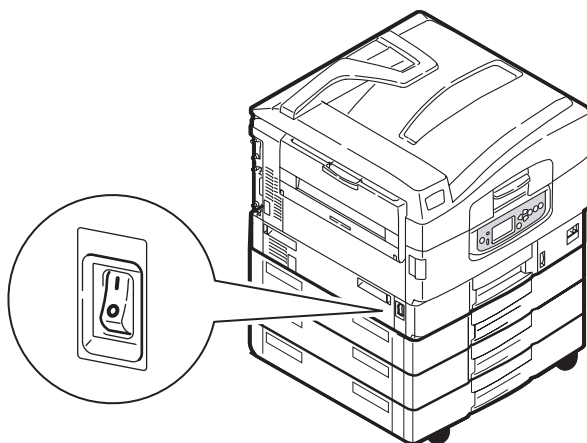
- 5.** Replace Tray 1.



- 6.** Close Tray 1 side cover.

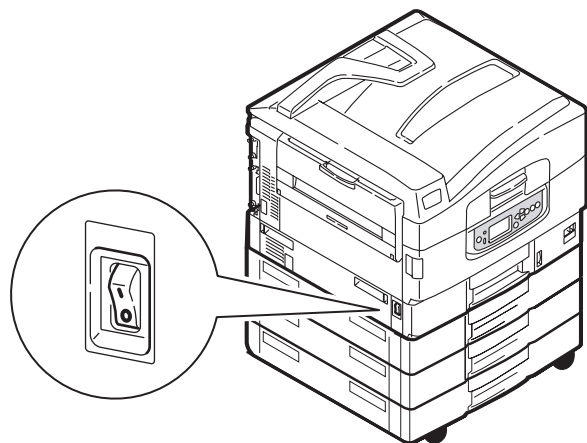


7. Turn on the printer.

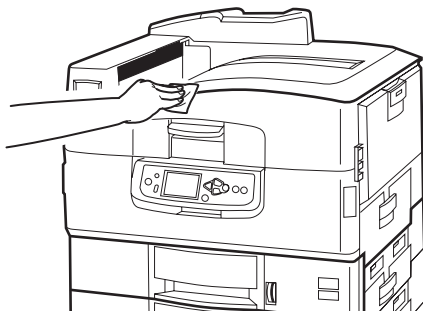


## **CLEANING THE PRINTER CASING**

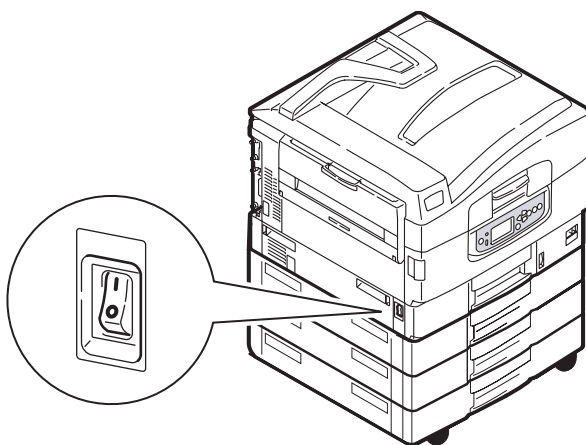
1. Follow the correct steps to turn the printer off.



2. Wipe the printer surface with a soft cloth moistened sparingly with water or neutral detergent.



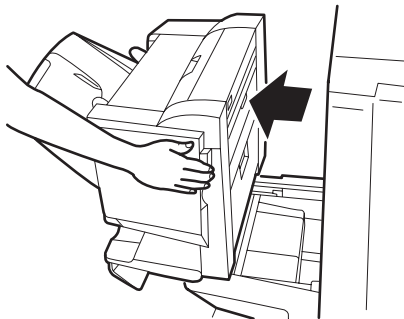
3. Use a soft dry cloth to dry the printer surface.
4. Turn on the printer.



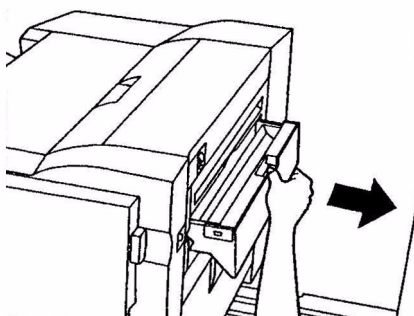
## EMPTYING THE PUNCH CHIP BOX (PUNCH UNIT OPTIONAL ACCESSORY)

When the LCD panel indicates that the punch chip box is full, empty the box as follows:

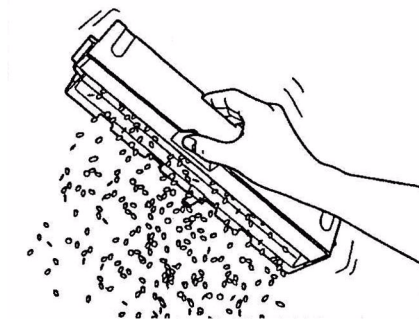
1. Operate the Finisher lever and move the Finisher away from the printer.



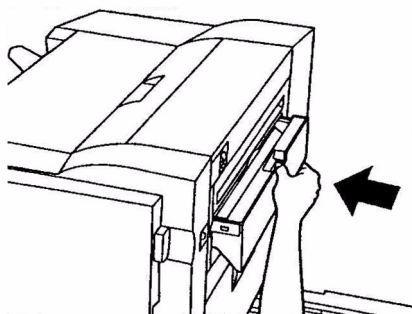
2. Pull out the punch chip box, being careful to keep it level so as not to spill any chips.



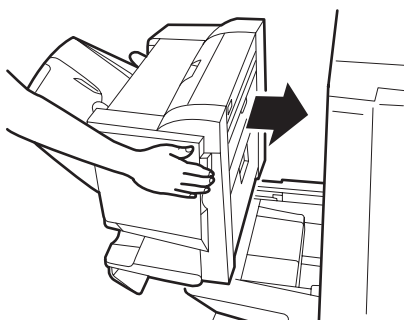
3. Discard the chips in an appropriate place.



4. Refit the punch chip box carefully into the Finisher.



5. Check that the punch chip box has been refitted correctly then move the Finisher back into position, being careful not to trap your fingers.



## OPTIONAL ACCESSORIES

This section describes optional accessory equipment for your printer. The following accessories are available:

- > additional RAM memory
- > additional paper tray (to increase paper input capacity)
- > Wireless LAN networking capability
- > Finisher (for stapling printer output)
- > Punch unit (to extend Finisher functionality)

### ACCESSORY ORDER INFORMATION

ITEM	ORDER NUMBER
Additional RAM memory 128 MB 256 MB 512 MB	01163404 01163405 01163406
Paper tray	01173301
Wireless LAN card	01163202
Finisher: 4-tray 5-tray	01166702 01166802
Finisher Punch Unit: 4 hole 2 hole 4 hole (Sweden)	01176002 01176001 01176003

## INSTALLING ACCESSORIES

Each accessory (apart from the Finisher) comes complete with its own documentation which gives full instructions on installation. You are advised to follow these instructions carefully.

After installation, print out a Menu Map (Configuration document) to check that the installation has been successful.

### *NOTE*

*The Finisher and Punch unit must be installed by an authorised engineer.*

For the following accessories, you have to make the appropriate setting in your printer driver(s):

- > paper tray
- > Finisher

Refer to the Printing Guide for driver setting details.

# TROUBLESHOOTING

## GENERAL

If the printer display panel does not display anything or is still in standby mode 10 minutes after switching on, follow the printer shutdown sequence to switch it off. Check all cable connections before restarting the printer. If the problem persists, contact your dealer.

## PAPER JAMS

This section provides information to help you deal with problems that may arise when using the printer. The following paragraphs describe actions to take in the event of a paper jam and how to deal with unsatisfactory print results. LCD panel messages about paper jams and relevant actions are given in this section while a list of other typical messages and suggested responses is given in ["Appendix A – LCD Messages" on page 103](#).

## PAPER JAMS – PRINTER

If a paper jam occurs, a message appears on the LCD panel in the printer Control Panel. You can press the Help button to display guidance on how to clear the jam.

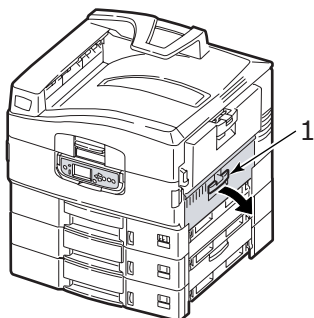
For full details of clearing jams, refer to the following paragraphs, which correspond to the paper jam messages.

### OPEN COVER, PAPER JAM, TTTTTT SIDE COVER

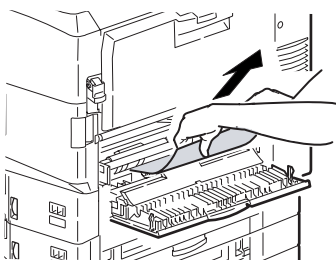
Tray 1, or any one of Tray 2 to Tray 5 (if installed), can appear in place of the tttttt characters in the LCD panel message. In this example Tray 1 is used, the procedure being similar for all other trays.



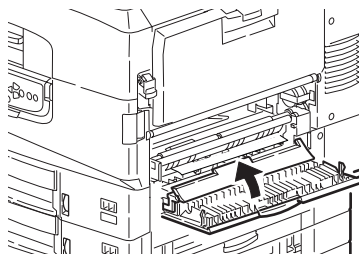
1. Squeeze the catch (1) on Tray 1 side cover and open the cover.



2. Carefully remove the jammed paper.

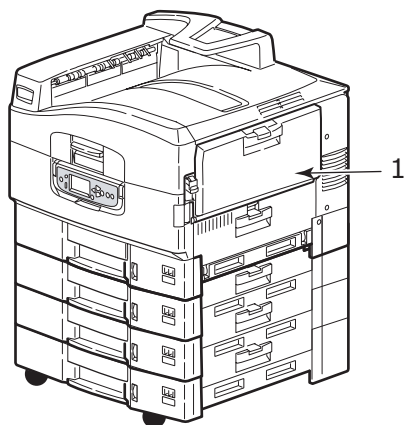


3. Close Tray 1 side cover.

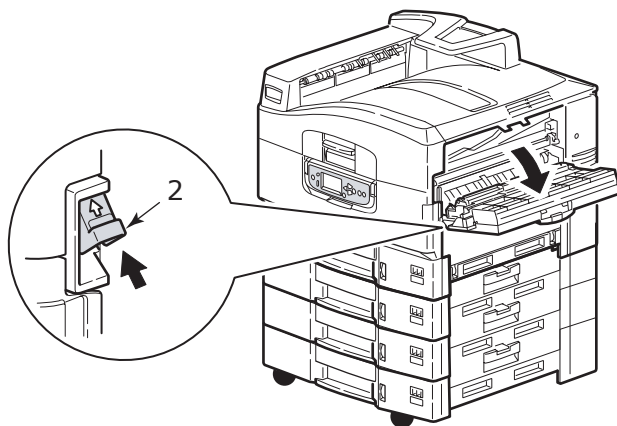


## OPEN COVER, PAPER JAM, SIDE COVER

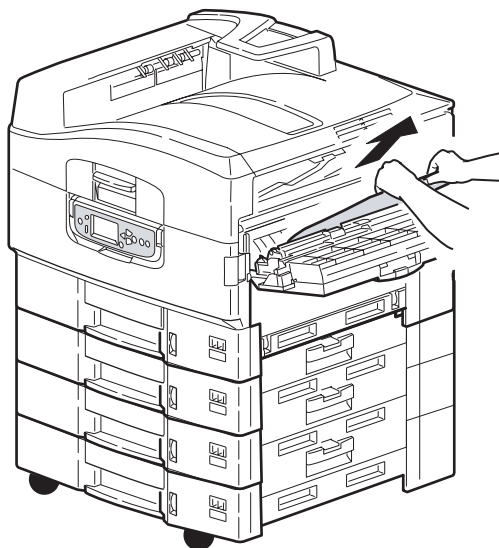
1. If the MP Tray is open, close it so that the side cover (1) is visible.



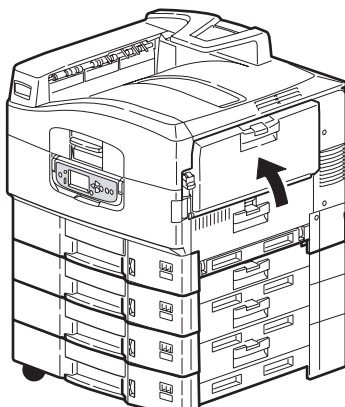
2. Pull the release lever (2) and pull open the side cover.



- 3.** Carefully remove the jammed paper.

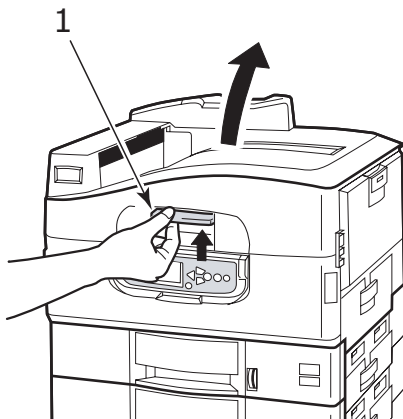


- 4.** Close the side cover.



## **OPEN COVER, PAPER JAM, TOP COVER**

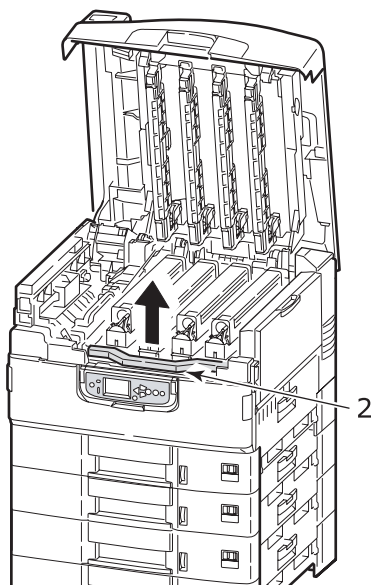
1. Squeeze the top cover handle (1) and open the top cover.



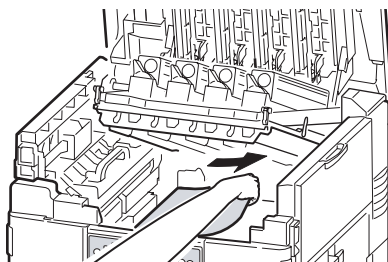
### **WARNING!**

**Be careful not to touch the fuser unit which is hot after printing.**

2. Squeeze the basket handle (2) and raise the drum basket.



3. Carefully remove any paper on the belt.

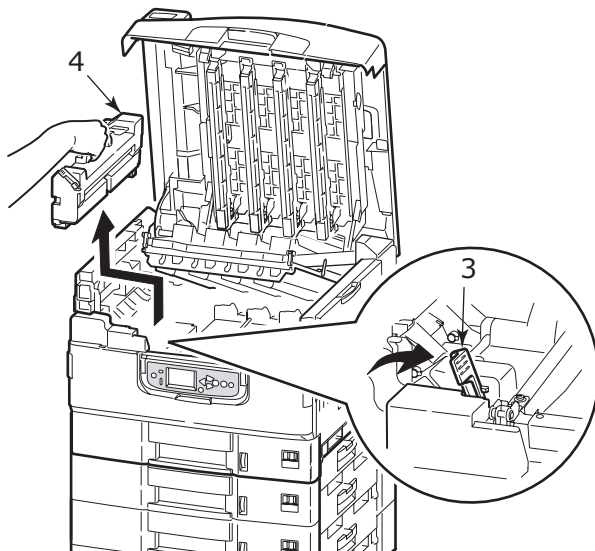


4. If paper is jammed in the fuser unit, push the lock lever (3) in the direction shown to release the unit.

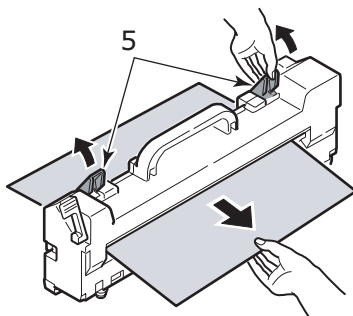
## **WARNING!**

**Be careful not to touch the fuser unit which may be hot after printing. If the fuser unit is hot, wait until it cools before attempting to remove any jammed paper.**

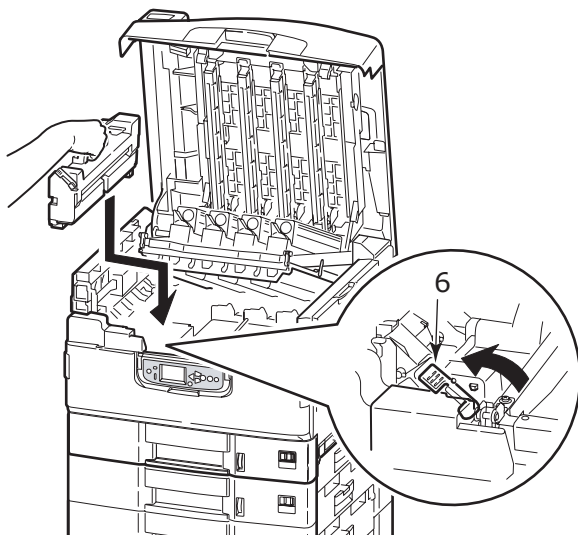
Holding the fuser unit (4) by the handle, lift it out of the printer and place it on a flat surface.



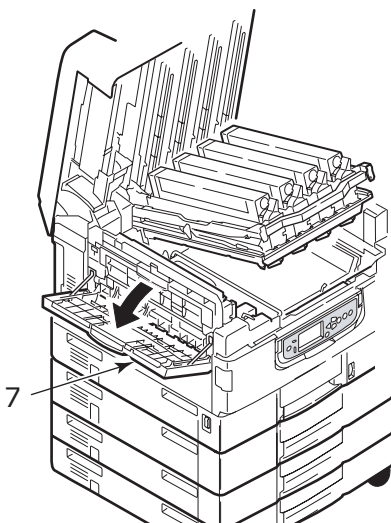
- 5.** Pull up the jam release levers (5) and remove the jammed paper.



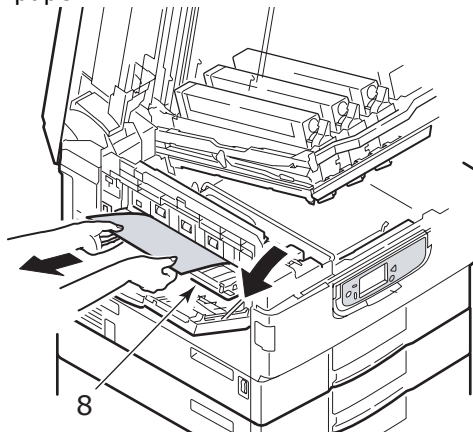
- 6.** Carefully replace the fuser unit into the printer and turn the lock lever (6) in the direction shown to lock the fuser unit.



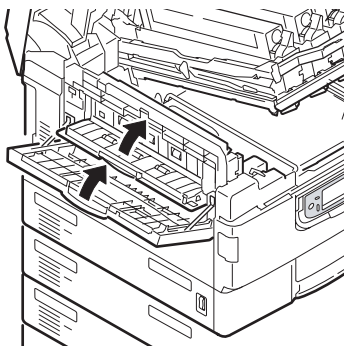
- 7.** If paper is jammed near the paper exit, open the face-up stacker (7).



- 8.** Open the side cover (paper exit) (8) and remove the jammed paper.

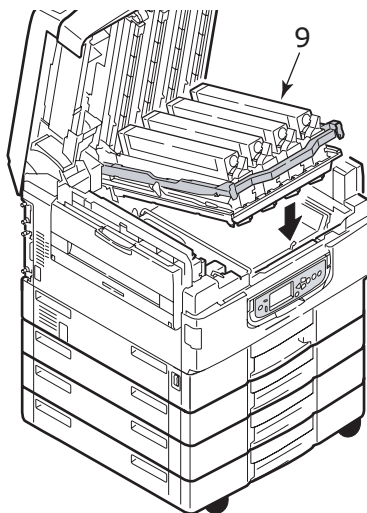


- 9.** Close the side cover (paper exit) and then the face-up stacker.

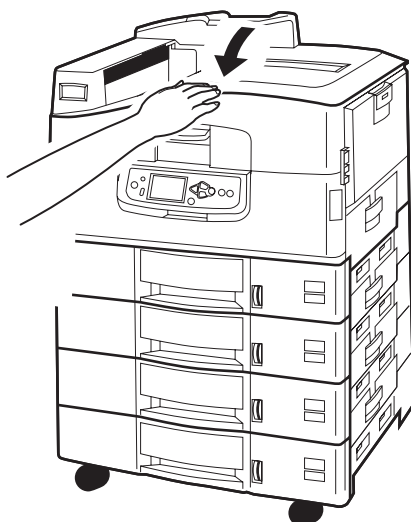




- 10.** Return the image drum basket (9) into position and check it is locked.



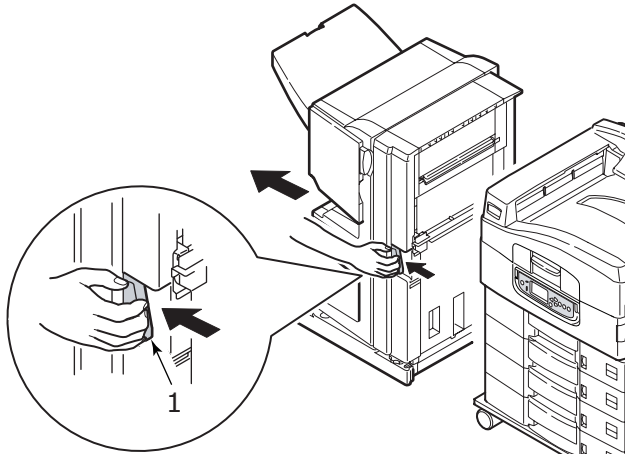
- 11.** Close the top cover and ensure it is latched.



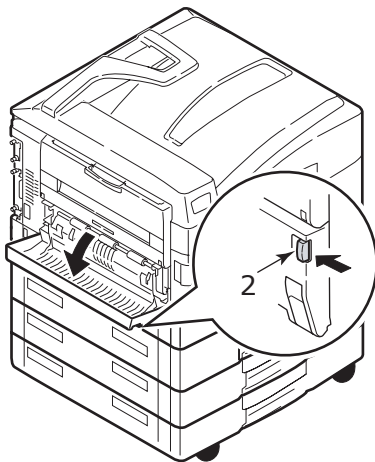
## PAPER JAMS – DUPLEX UNIT

### CHECK DUPLEX UNIT, PAPER JAM

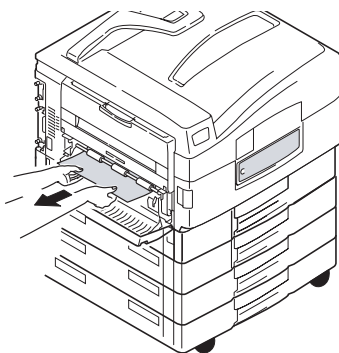
1. If a Finisher unit is attached to your printer, operate the lever (1) of the Inverter unit to separate the Inverter from the printer.



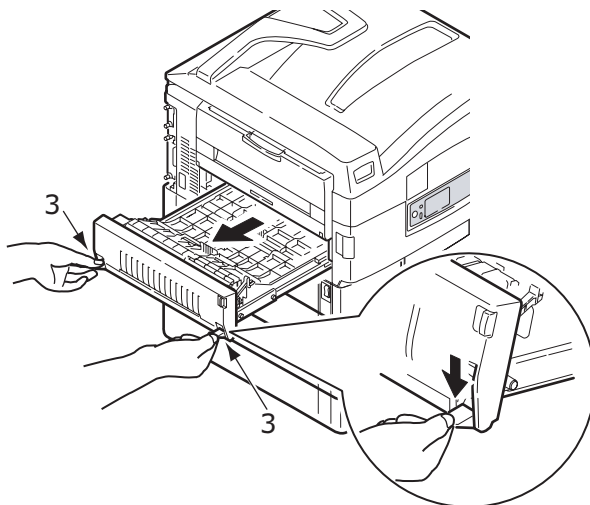
2. Operate the duplex cover release button (2) and open the cover.



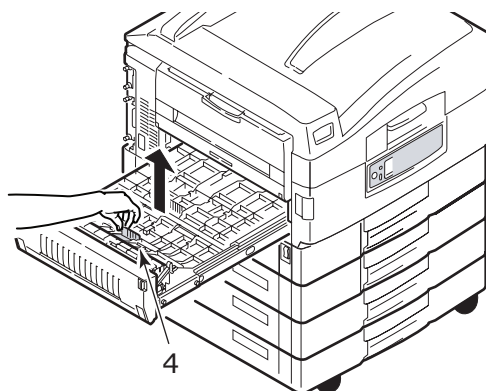
3. Carefully remove any jammed paper then close the cover.



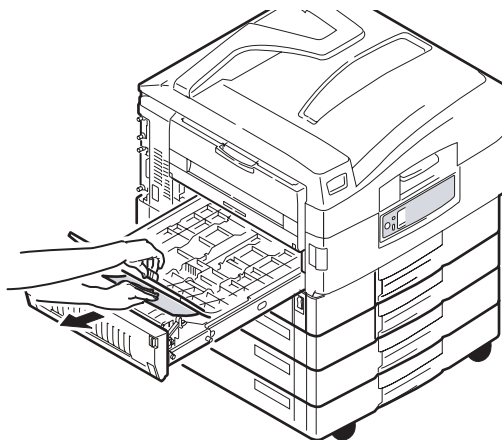
- 4.** Operate the levers (3) and pull out the duplex unit.



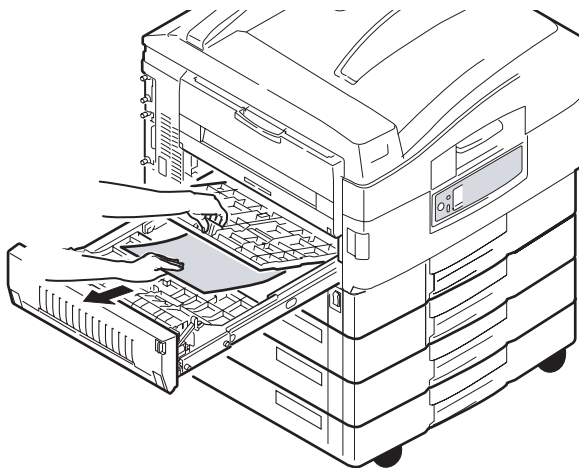
- 5.** Holding the front top cover by the grip (4), push it gently inwards and raise it.



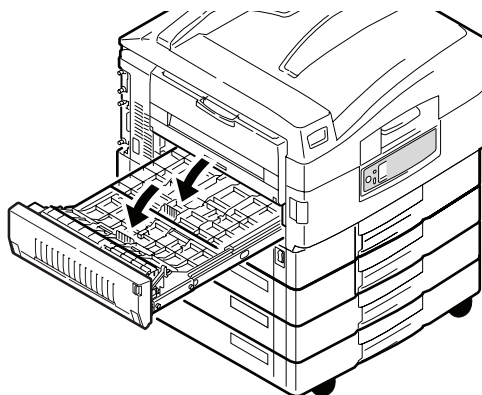
- 6.** Remove any jammed paper.



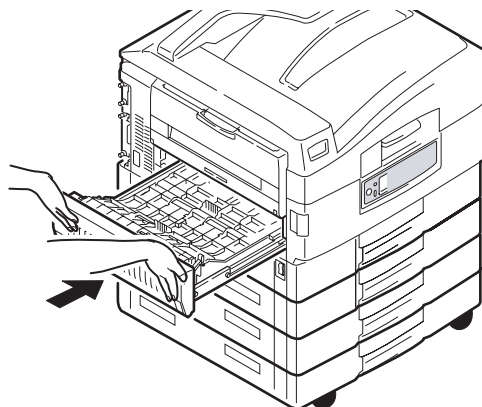
- 7.** In similar manner, check for and clear any paper jammed under the rear top cover.



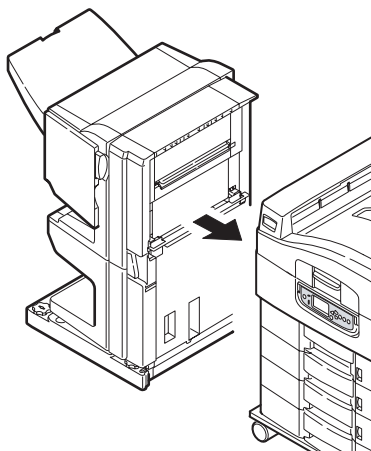
- 8.** Replace the two top covers.



- 9.** Push the duplex unit back into position.



- 10.** If you detached a Finisher unit to gain access to the duplex unit, replace the Finisher unit.



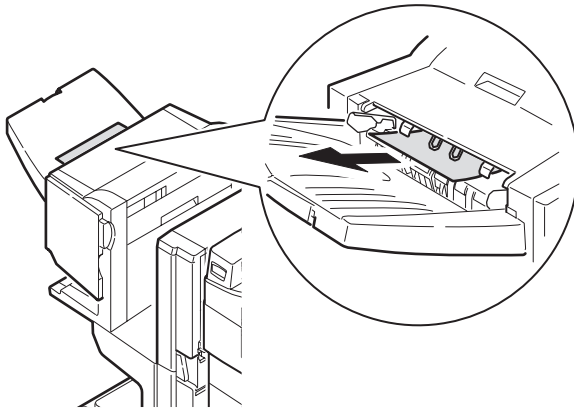
## **PAPER JAMS – FINISHER (OPTIONAL ACCESSORY)**

### **CHECK FINISHER, PAPER JAM/PAPER REMAINS**

Use the Help button on the printer control panel to check the number displayed. You will need this to be able to clear the paper jam. The following paragraphs explain what to do for each of the indicated numeric codes.

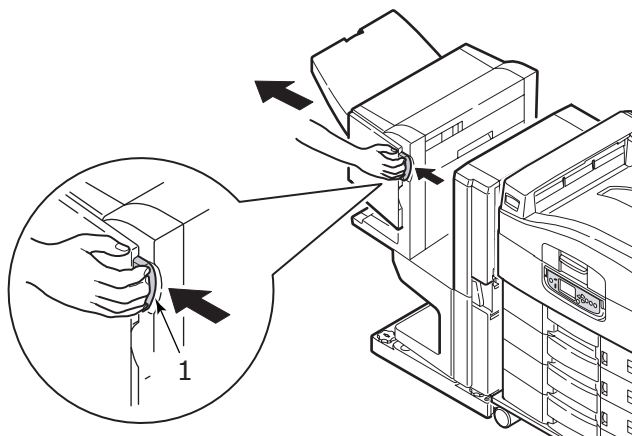
### **591, 592, 593, 599/ 643, 645 (PAPER JAM AROUND FINISHER)**

1. Remove any paper at the Finisher paper exit.

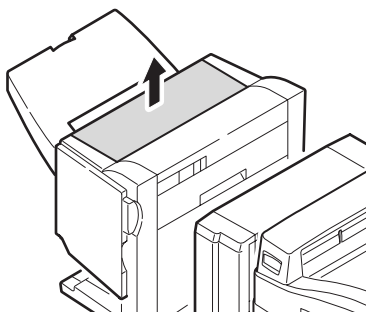




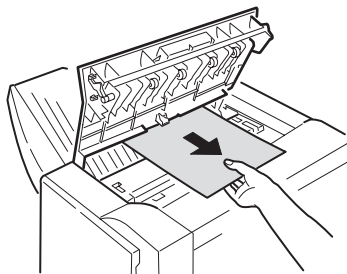
2. Operate the Finisher lever (1) and move the Finisher away from the Inverter.



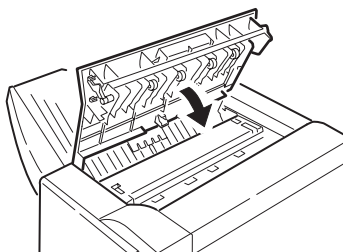
3. Open the Finisher top cover.



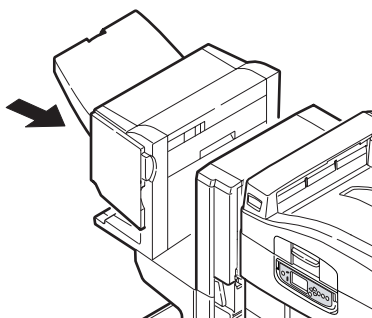
4. Carefully remove any jammed paper.



5. Close the Finisher top cover.

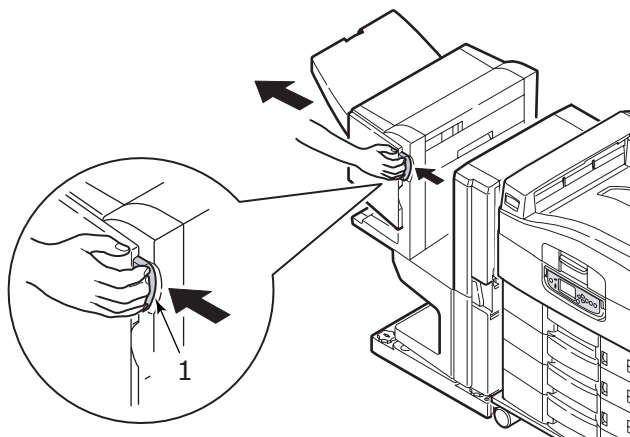


6. Move the Finisher back into position and connect it to the Inverter.

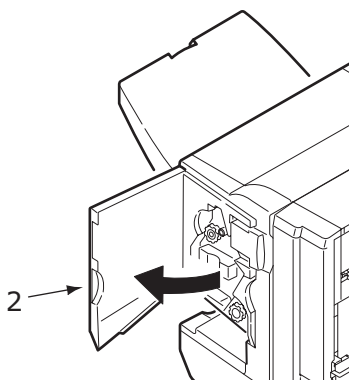


## **594, 597, 598/ 644, 646 (PAPER JAM IN FINISHER)**

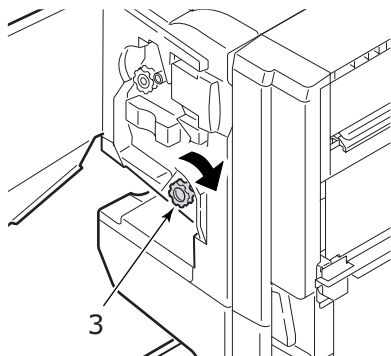
1. Operate the Finisher lever (1) and move the Finisher away from the Inverter.



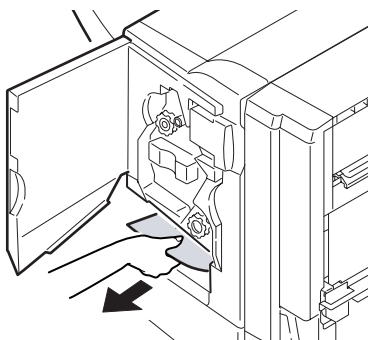
2. Open the Finisher front cover (2).



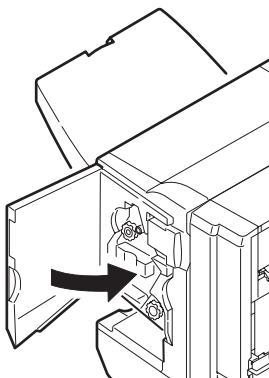
- 3.** Continue to turn the lower knob (3) clockwise until any jammed paper is completely ejected.



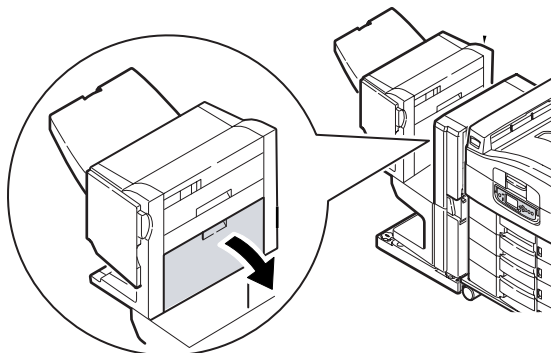
- 4.** Remove the ejected paper.



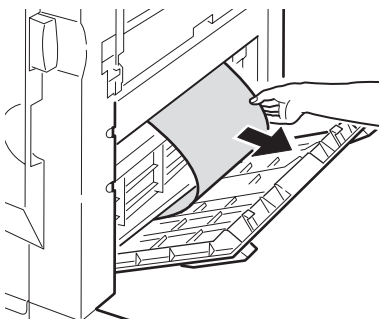
- 5.** Close the Finisher front cover.



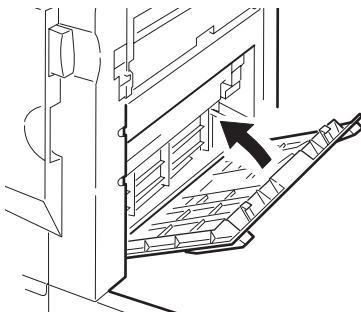
- 6.** Open the Finisher right side cover.



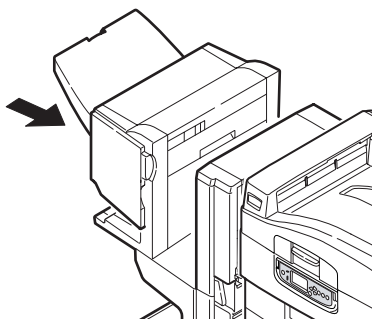
- 7.** Carefully remove any jammed paper.



- 8.** Close the Finisher right side cover.

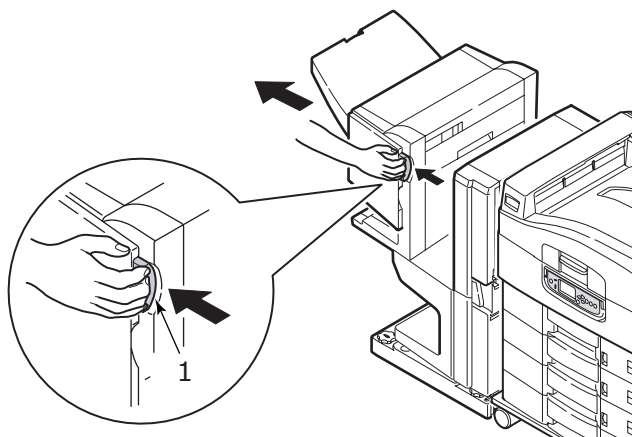


9. Move the Finisher back into position and connect it to the Inverter.

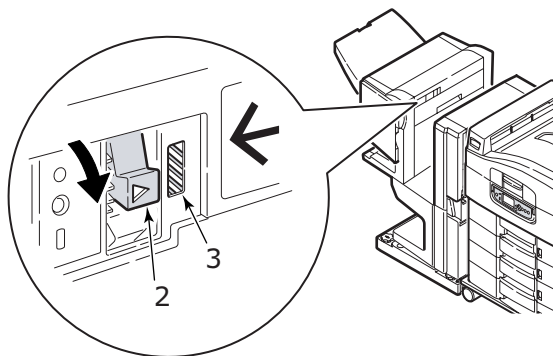


### **590 (PAPER JAM IN FINISHER/PUNCH UNIT)**

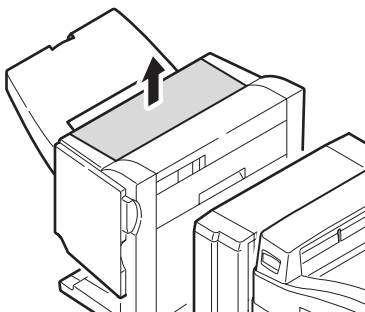
1. Operate the Finisher lever (1) and move the Finisher away from the Inverter.



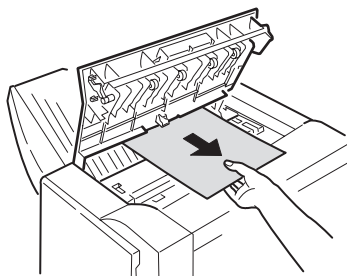
2. Move the tab (2) on the right side of the Finisher to align it with the mark (3).



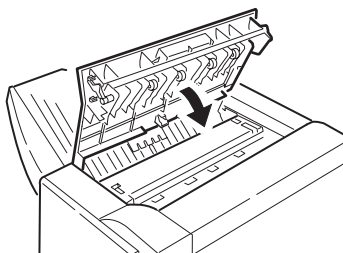
3. Open the Finisher top cover.



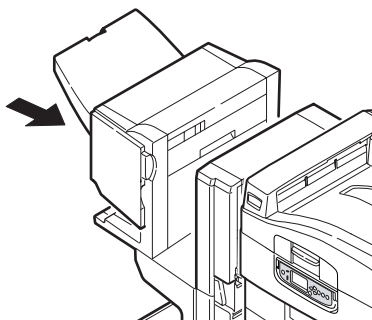
4. Carefully remove any jammed paper.



5. Close the Finisher top cover.



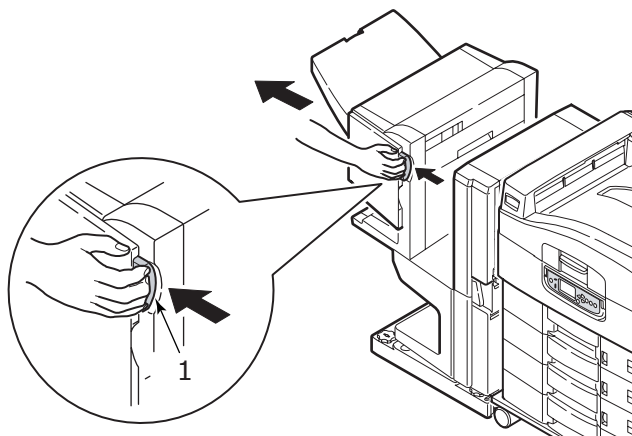
6. Move the Finisher back into position and connect it to the Inverter.



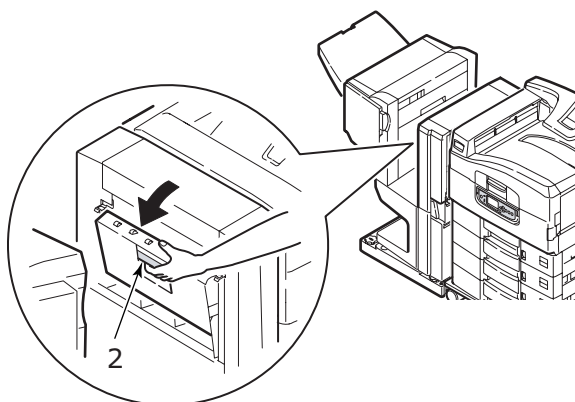


## CHECK INVERTER, PAPER JAM

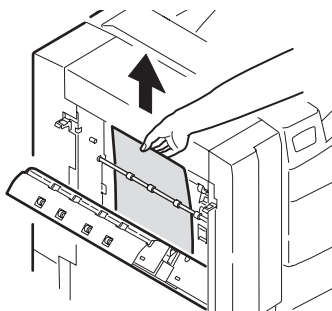
1. Operate the Finisher lever (1) and move the Finisher away from the Inverter.



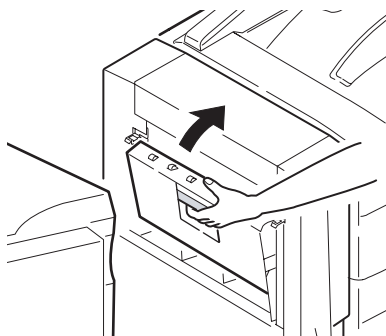
2. Squeeze the recessed handle (2) and open the left side cover of the Inverter.



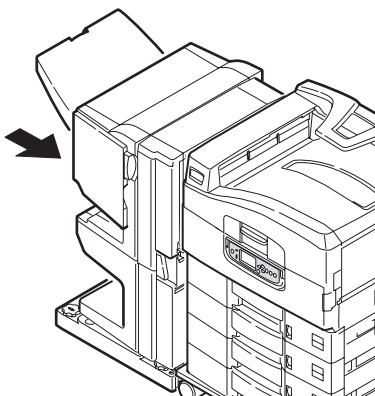
- 3.** Carefully remove any jammed paper.



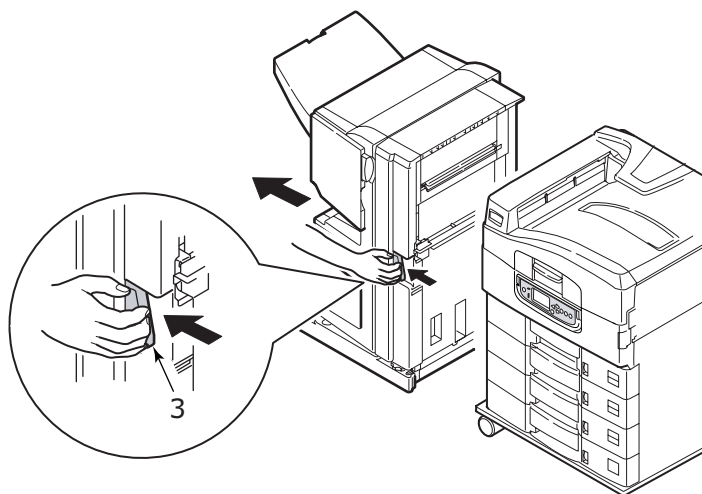
- 4.** Close the Inverter left side cover.



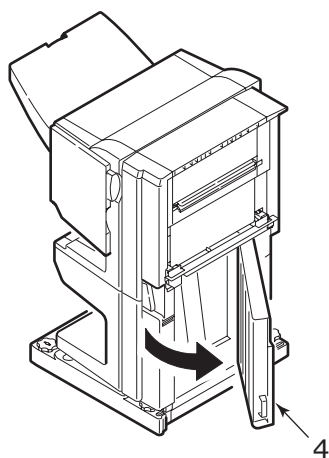
- 5.** Move the Finisher back into position and connect it to the Inverter.



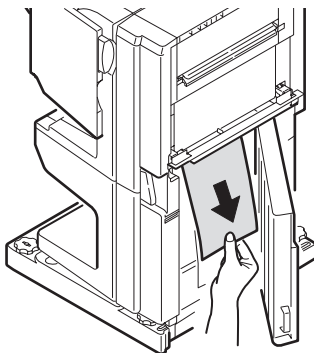
- 6.** Operate the Inverter lever (3) and separate the Inverter from the printer.



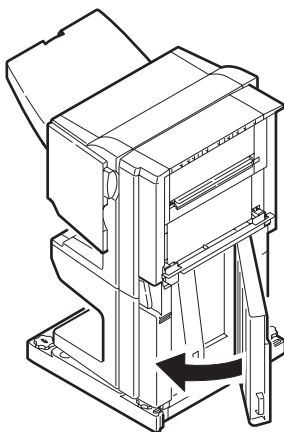
- 7.** Open the right side door (4) of the Inverter.



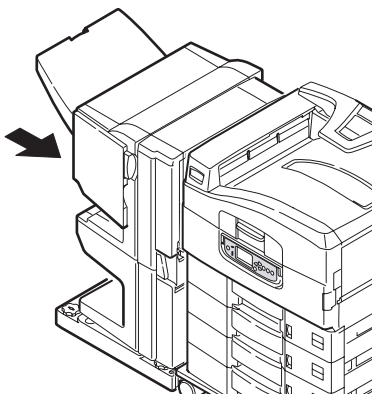
- 8.** Remove any jammed paper.



- 9.** Close the right side door.



10. Move the Finisher and Inverter back into position and connect to the printer.



## AVOIDING PAPER JAMS

The following table summarises possible causes of paper jams and suggests ways of avoiding them.

POSSIBLE CAUSE	SUGGESTED REMEDY
The printer is not level.	Place the printer on a steady, level surface.
Your print media is too light or too heavy.	Use appropriate media.
Your print media is damp or charged with static electricity.	Use media that has been stored in appropriate temperature and humidity conditions.
Your print media is creased or curled.	Use appropriate media. Decurled media can be used.
Your print media sheets are not aligned with each other.	Remove the sheets, jog them into alignment and reload them.
Your print media is not aligned properly in the paper tray.	Adjust the paper stop and paper guides of the tray, or the manual feed guide on the MP Tray to align the media properly.
Your envelopes to be printed are not oriented properly.	Adjust the orientation as required.

POSSIBLE CAUSE	SUGGESTED REMEDY
Your printer feed roller is dirty.	Wipe the roller with a cloth moistened with water.
Your printer feed rollers are wearing out.	Replace the feed rollers.
The media weight or type have been wrongly set.	Select the correct printer menu settings for [Media Weight] and [Media Type].

## DEALING WITH UNSATISFACTORY PRINTING

SYMPTOMS	POSSIBLE CAUSES	STEPS TO TAKE
Vertical white lines can be seen on the printed page.	The LED head is dirty.	Wipe the LED head with a LED lens cleaner or with a soft cloth.
	The toner is low.	Replace the toner cartridge.
	Foreign materials may be present in the image drum.	Replace the image drum cartridge.
	Light-shielding film of the image drum cartridge is dirty.	Wipe the film with a LED lens cleaner or with a soft cloth.
Printed images are fading vertically.	The LED head is dirty.	Wipe the LED head with a LED lens cleaner or with a soft cloth.
	The toner is low.	Replace the toner cartridge.
	The paper is not suitable for the printer.	Use recommended paper.

SYMPTOMS	POSSIBLE CAUSES	STEPS TO TAKE
Printing is light.	The toner cartridge is not properly seated.	Reinstall the toner cartridge.
	The toner is low.	Replace the toner cartridge.
	The paper is moist.	Use paper stored in proper temperature and humidity conditions.
	The paper is not suitable for the printer.	Use recommended paper.
	Thickness and type of paper are inappropriate.	Set a proper value for [Media Weight] and [Media Type] in the menu setup, or set one value thicker for [Media Weight].
	Recycled paper is being used.	Set one value thicker for [Media Weight] in the menu setup.
Partially faded images. White spots and lines appear in solid printing.	Paper is moist or dry.	Use paper stored in proper temperature and humidity conditions.
Vertical lines appear.	The image drum cartridge is damaged.	Replace the image drum cartridge.
	The toner is low.	Replace the toner cartridge.
Horizontal Lines and spots appear periodically.	When the interval is about 94mm (4in), the image drum (the green tube) is damaged or dirty.	Wipe it lightly with a soft cloth. Replace the image drum cartridge when it is damaged.
	When the interval is about 42mm (1.5in), there may be foreign particles in the image drum cartridge.	Open/close the top cover, and print again.
	When the interval is about 87mm (3.5in), the fuser unit is damaged.	Replace the fuser unit.
	The image drum cartridge has been exposed to light.	Replace the image drum cartridge if the problem is not resolved.

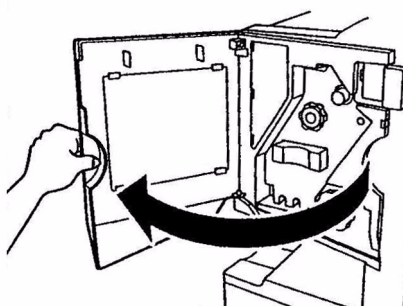
SYMPTOMS	POSSIBLE CAUSES	STEPS TO TAKE
White area of paper is lightly stained.	Paper contains static.	Use paper stored in proper temperature and humidity conditions.
	Too thick paper is used.	Use thinner paper.
	The toner is low.	Replace the toner cartridge.
Periphery of the letters is smudged.	The LED head is dirty.	Wipe the head with LED lens cleaner or with a soft cloth.
Toner comes off when it is rubbed.	The thickness and type of the paper are incorrectly set.	Set the correct value of [Media Type] and [Media Weight] in the menu setup or set one value thicker for [Media Weight].
	Recycled paper is used.	Set one value thicker for [Media Weight] in the menu setup.
Glossiness is not uniform.	The thickness and type of the paper are incorrectly set.	Set the correct value of [Media Type] and [Media Weight] in the menu setup or set one value lighter for [Media Weight].

## STAPLE JAMS – FINISHER (OPTIONAL ACCESSORY)

### CHECK FINISHER, STAPLE JAM

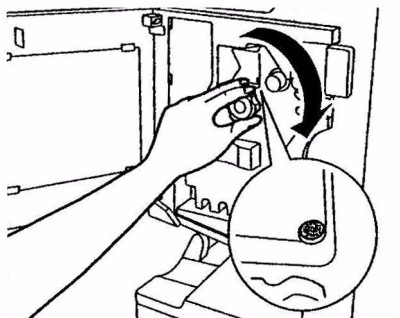
When the display indicates a staple jam has occurred, clear the jam as follows:

1. Open the Finisher front cover.

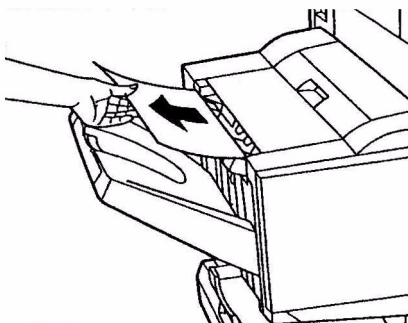




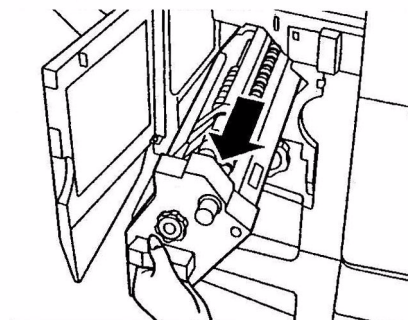
2. Turn the knob in the direction indicated until the coloured indicator appears.



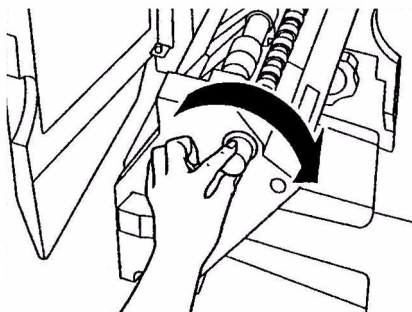
3. Remove any paper that awaits stapling in the paper ejection area.



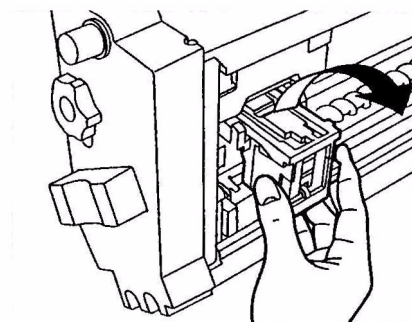
4. Pull out the staple unit.



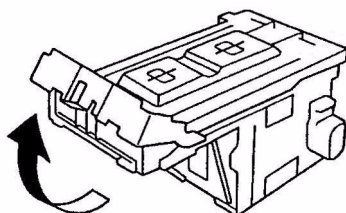
- 5.** Turn the knob in the direction indicated to move the stapler to the front.



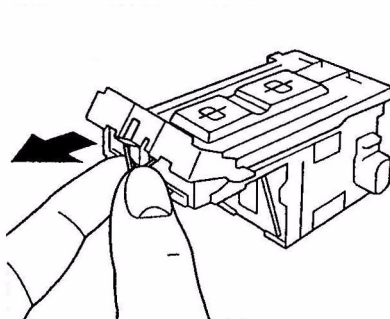
- 6.** Grip both sides of the staple cartridge, pull it up and remove it.



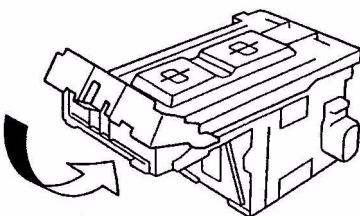
- 7.** Raise the staple cartridge gate.



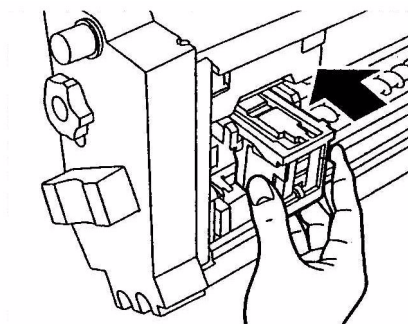
- 8.** Remove all staples that are emerging from the staple case.



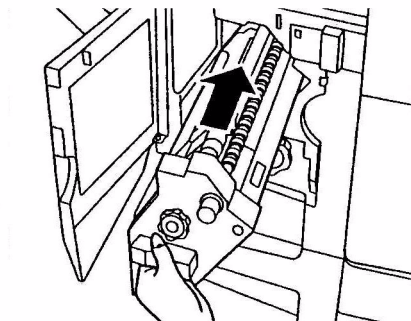
- 9.** Return the staple cartridge gate to its original position.



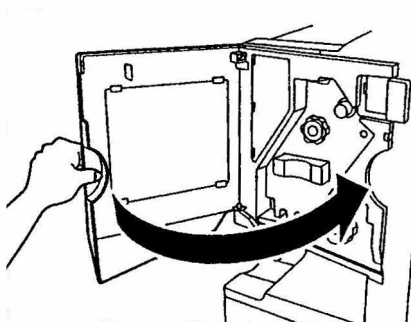
- 10.** Refit the staple cartridge.



- 11.** Ensure that the staple cartridge is securely installed back into the staple unit then push the staple unit fully home.



- 12.** Close the Finisher front cover, being careful not to trap your fingers.



# SPECIFICATIONS

ITEM	SPECIFICATION
Dimensions	655x620x786mm (WxDxH)
Weight	Without options, approx. 124kg
Print speeds	36 ppm colour; 40 ppm monochrome
Resolution	1200 x 600 dpi
Emulations	PCL 5c, PCL XL 2.1, PS, IBM PPR, Epson FX
Memory	768 MB Maximum: 1024 MB
Paper input at 80g/m <sup>2</sup>	Trays 1 – 5: 530 sheets A4 each MP Tray: 230 sheets A4
Paper weight	64 – 268g/m <sup>2</sup>
Paper output	Face-down stacker: 500 sheets Face-up stacker: 250 sheets
Interfaces	Parallel, USB 2.0, 10Base-T and 100Base-TX
Duty cycle	150,000 pages/month maximum
Toner life	15,000 A4 pages @ 5% coverage
Image drum life	30,000 A4 pages
Belt life	100,000 A4 pages
Fuser life	100,000 A4 pages
Waste toner container life	30,000 A4 pages at 5% coverage
Power rating	220 – 240 VAC, 50/60 Hz 6A
Power consumption	Operating: 1,500 W maximum, 750 W typical Standby: 1,300 W maximum, 200 W typical Power save: <45 W
Operating environment	Operating: 10 – 32°C/20 – 80%RH Off: 0 – 43°C/10 – 90%RH

ITEM	SPECIFICATION
Noise level	Operating: 54dBA maximum Standby: 40dBA maximum Power save: 40dBA maximum after 30 mins background level

## APPENDIX A – LCD MESSAGES

The LCD panel messages are intended to be self-explanatory. Representative messages are given as examples below.

MESSAGE	COMMENT
Ready to Print	Your printer is online and ready to print.
Printing tttttt	Your printer is printing and paper is currently being fed from tttttt, where tttttt identifies a tray.
tttttt Near End	The paper supply in the tray identified by tttttt will run out soon.
ccccc Toner Low	The remaining toner of colour ccccc is running low.
Fuser Unit Near Life	The fuser unit is nearing the end of its working life.
Change Fuser Unit	The fuser unit has reached the end of its working life and has to be changed.
Inverter is Removed	The Inverter unit has been separated from the printer and all Finisher functions are disabled. (Finisher/Inverter is an optional accessory.)
Invalid Data Press ONLINE Button	Invalid data has been received by the printer. Press the ONLINE button to clear this warning.
Change Paper in tttttt mmmmmm pppppp Press ONLINE button Please see HELP for details	There is a mismatch between the media in the tray and print data. Load media of size mmmmmm and type pppppp into tray tttttt. The message may remain for some time after you have closed the tray.  You can have the printer ignore this error for the current print job by pressing the ONLINE button. You can access help details by pressing the HELP button.
Install Paper tttttt mmmmmm Please see HELP for details	The printer has tried to take paper from an empty tray. Load media of size mmmmmm into tray tttttt. The message may remain for some time after you have closed the tray.  You can access help details by pressing the HELP button.
Install Tray tttttt	The printer has tried to take paper from a tray that has been removed. Ensure that tray tttttt is correctly located or put tray tttttt loaded with paper back into the printer.

MESSAGE	COMMENT
<p>Open Cover Paper Remains ttttt Please see HELP for details</p>	<p>Additional paper has been detected after a paper jam has been cleared. Open ttttt side cover to check for additional paper. You can access help details by pressing the HELP button.</p>
<p>Check Image Drum cccccc Please see HELP for details</p>	<p>Check that the image drum of colour cccccc is correctly installed. You can access help details by pressing the HELP button.</p>



## APPENDIX B – MENU SYSTEM

The top-level Functions menus are:

- > Configuration
- > Print Information
- > Print Secure Job
- > Menus
- > Admin Setup
- > Calibration
- > Print Statistics

The two other special top-level menus are:

- > Boot Menu
- > System Maintenance

The following tables summarise the Configuration, Print Information, Print Secure Job and Menus menu trees and provide some usage examples. The menu trees are given to the lowest menu item level. Typically, this can be a parameter that can be set by selecting from a range of values provided or a command that can be executed to display or print a status or setting value.

Emboldened values followed by an (A) denote default values associated with locations where A4 is default paper size. Emboldened values followed by an (L) denote default values associated with locations where Letter is default paper size. Emboldened values followed by neither (A) nor (L) denote common defaults.

Certain menus and items associated with, for example, the Finisher appear only if the associated hardware is installed or under certain conditions.

The remainder of the menus above are intended for more specialised usage and are not described further here. For full details of using all menus to configure and use the printer, refer to the Configuration Guide.

## CONFIGURATION

### PRINT PAGE COUNT

ITEM	VALUE	DESCRIPTION
Colour Page	nnnnnn	Displays number of colour printed pages converted to A4 equivalent.
Monochrome Page	nnnnnn	Displays number of monochrome printed pages converted to A4 equivalent.
Traym	nnnnnn	Displays total printed pages from Traym, where m is in range 1 to 5.
MP Tray	nnnnnn	Displays total printed pages from MP tray.

### FINISHER COUNT

ITEM	VALUE	DESCRIPTION
Staple	nnnnnn	Displays total pages stapled.
Punch	nnnnnn	Displays total pages punched.
Finisher	nnnnnn	Displays total pages ejected into the Finisher.

# SUPPLIES LIFE

ITEM	VALUE	DESCRIPTION
xxxx Drum	Remaining nnn%	Displays the remaining life span of the xxxx drum as a percentage where xxxx can be Cyan, Magenta, Yellow, Black.
Belt	Remaining nnn%	Displays the remaining life span of the belt unit as a percentage.
Fuser	Remaining nnn%	Displays the remaining life span of the fuser unit as a percentage.
xxxx Toner (n.nK)	Remaining nnn%	Displays the remaining life span of xxxx toner as a percentage, where xxxx can be Cyan, Magenta, Yellow, Black. (n.nK) indicates the capacity of the toner cartridge being used.

## NETWORK

ITEM	ITEM	VALUE	DESCRIPTION
Slot1: 100/10 Base	Printer Name	xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxx	Displays printer name (DNS or PnP) in wired network.
	Short Printer Name	xxxxxxxxxxxxxxxx	Displays printer name (NetBEUI) in wired network.
	IP Address	xxx.xxx.xxx.xxx	Displays IP address.
	Subnet Mask	xxx.xxx.xxx.xxx	Displays subnet mask.
	Gateway Address	xxx.xxx.xxx.xxx	Displays gateway address.
	MAC Address	xx.xx.xx.xx.xx.xx	Displays the network MAC address.
	Network FW Version	xx.xx	Displays the network firmware version.
	Web Remote Version	xx.xx	Indicates the network web page version.
Slot2: Wireless (displayed only when Wireless LAN Card installed)	Network Type	Ad-Hoc Infrastructure	Displays network type.
	Communication Mode	Auto 802.11b	Displays communication mode.
	Channel	1 – 13	Displays channel number.
	SSID	***** *****	Displays SSID.
	Authentication	Open Shared key WPA-PSK EAP	Displays authentication type.

ITEM	ITEM	VALUE	DESCRIPTION
Slot2: Wireless (displayed only when Wireless LAN Card installed)	Printer Name	xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxx	Displays printer name (DNS or PnP) in wireless network.
	Short Printer Name	xxxxxxxxxxxxxxxx	Displays printer name (NetBEUI) in wireless network.
	IP Address	xxx.xxx.xxx.xxx	Displays IP address.
	Subnet Mask	xxx.xxx.xxx.xxx	Displays subnet mask.
	Gateway Address	xxx.xxx.xxx.xxx	Displays gateway address.
	MAC Address	xx.xx.xx.xx.xx.xx	Displays the network MAC address.
	Network FW Version	xx.xx	Displays the network firmware version.
	Web Remote Version	xx.xx	Displays the network web page version.
	Wireless FW Version	xx.xx	Displays the wireless firmware version.
	Wireless ID Version	xxxxxxxx.xx.xxx xxxxx	Displays the wireless hardware version.

## PAPER SIZE IN TRAY

ITEM	VALUE	DESCRIPTION
Traym where m is in range 1 to 5 (similar arrangement for all trays)	Executive Letter Short Edge Letter Long Edge Legal 14 Legal 13.5 Tabloid Tabloid Extra Legal 13 A6 A5 A4 Short Edge A4 Long Edge A3 A3 Nobi A3 Wide B5 Short Edge B5 Long Edge B4 Postcard Double Postcard Custom	Displays detected paper size of Traym.
MP Tray	Similar to values for Traym	Displays detected paper size of the MP Tray.

## SYSTEM

ITEM	VALUE	DESCRIPTION
Serial Number	xxxxxxxxxxxxxxxx	Displays serial no. of the printer.
Asset Number	xxxxxxx	Displays Asset Number. Asset Number is 8 alphanumeric characters that can be assigned by a user. Same as Asset Number of Menu Map.
CU Version	xx.xx	Displays version no. of CU (Control Unit) firmware. Same as CU version of Menu Map.
PU Version	xx.xx.xx	Displays version no. of PU (Print Unit) firmware. Same as PU version of Menu Map.

ITEM	VALUE	DESCRIPTION
Total Memory	xx MB	Displays total RAM memory installed in the printer. Same as Total Memory of Menu Map.
Flash Memory	xx MB [Fxx]	Displays total flash memory installed in the printer and version. Same as Flash Memory of Menu Map.
HDD	xx.xx GB [Fxx]	Displays size of hard disk and file system version. Same as HDD of Menu Map.

#### CONFIGURATION EXAMPLE – MONOCHROME PAGES PRINTED

To display the total monochrome pages printed so far (remembering that a duplex page counts as two pages):

1. Ensure that the LCD panel indicates that the printer is ready to print.
2. Enter menu mode by pressing either the **Up-arrow** or **Down-arrow** button and press them repeatedly as required until the Configuration menu is highlighted.
3. Press the **Enter** button to select this menu.
4. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Print Page Count is highlighted.
5. Press the **Enter** button to select this Item.
6. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Monochrome Page is highlighted.
7. Press the **Enter** button and the monochrome page count is displayed.
8. Press the **Online** button to exit menu mode and return to the ready to print status.

## PRINT INFORMATION

ITEM		ITEM		DESCRIPTION
Configuration	Execute			Prints printer configuration details.
Network	Slot 1: 100/10 Base	Print Summary	Execute	Prints summary information about the wired network.
		Print Information	Execute	Prints full information about the wired network.
	Slot 2: Wireless	Print Summary	Execute	Prints summary information about the wireless network.
		Print Information	Execute	Prints full information about the wireless network.
Demo Page	Demo 1	Execute		Prints a demo page.
File List	Execute			Prints a list of jobs stored on the Hard Disk (if installed).
PS Font List	Execute			Prints PostScript font list
PCL Font List	Execute			Prints PCL emulation font list.
Usage Report	Execute			Prints all of Job Log.
Error Log	Execute			Prints the error log.
Colour Profile List	Execute			Prints a colour profile list.



## **PRINT INFORMATION EXAMPLE – DEMONSTRATION PAGE**

To print a printer demo page to demonstrate how your printer prints:

- 1.** Ensure that the LCD panel indicates that the printer is ready to print.
- 2.** Enter menu mode by pressing either the **Up-arrow** or **Down-arrow** button and press them repeatedly as required until the Print Information menu is highlighted.
- 3.** Press the **Enter** button to select this menu.
- 4.** Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Demo page is highlighted.
- 5.** Press the **Enter** button to select this Item.
- 6.** Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Demo 1 is highlighted.
- 7.** Press the **Enter** button to select this Item and the demo page is printed.
- 8.** After printing, the printer returns to ready to print status.

## PRINT SECURE JOB

ITEM	VALUE	DESCRIPTION
Enter Password	nnnn	Enter a password to use secure printing.
Not Found		<p>Use a secure printing job (Secure Job) or a job Stored to HDD when printing. When you print a Secure document, it is deleted from the HDD. When you print a document Stored to HDD, it prints and remains stored on the HDD until you manually delete it.</p> <p><b>Not Found:</b> (no jobs) is indicated when there is no output file.</p> <p>The following messages are displayed when there are printable files.</p> <p><b>Print:</b> When you select Print, Set Collating Amount is displayed to enable you to specify a number of copies. After specifying the number of copies, press Enter to print all jobs with the specified number of copies.</p> <p><b>Delete:</b> When you select Delete, you are prompted to recheck by Yes/No display, and selecting Yes deletes all jobs.</p>
Secure Job	Print Delete	

## MENUS

### TRAY CONFIGURATION

ITEM	VALUE	DESCRIPTION
Paper Feed	<b>Tray1</b> Tray2 Tray3 Tray4 Tray5 MP Tray	Specifies a feed tray. Indicated only when Tray2–5 implemented.
Auto Tray Switch	<b>ON</b> OFF	Sets the automatic tray switch function.
Tray Sequence	<b>Down</b> Up Paper feed tray	Specifies selection order priority for automatic tray selection/automatic tray switch.
Unit of Measure	<b>Inch</b> (L) <b>mm</b> (A)	Specifies units for custom paper size.

ITEM	VALUE		DESCRIPTION
Traym Config, where m is in range 1 to 5 (similar arrangement for all trays)	Paper Size	<b>Tray Size</b> Custom	Sets paper in Traym.
	X Dimension	3.9 – <b>8.3</b> (A) – <b>8.5</b> (L) – 12.9 inch 100 – <b>210</b> (A) – <b>216</b> (L) – 328 mm	Sets Custom paper width for Traym. Sets for the direction perpendicular to the direction of paper movement.
	Y Dimension	5.8 – <b>11</b> (L) – <b>11.7</b> (A) – 18 inch 148 – <b>279</b> (L) – <b>297</b> (A) – 457 mm	Sets Custom paper length for Traym. Sets for the same direction as paper movement.
	Media Type	<b>Plain</b> Letterhead Transparency Bond Recycled Card stock Rough Glossy User Type1 User Type2 User Type3 User Type4 User Type5	Sets the media type for Traym.  User Type1 to User Type5 are reserved for custom paper sizes set in the printer driver.
	Media Weight	<b>Auto</b> Light Medium Light Medium Medium Heavy Heavy Ultra Heavy 1 Ultra Heavy 2 Ultra Heavy 3	Sets media weight for Traym.
	A3 Nobi Paper	A3 Nobi A3 Wide <b>Tabloid Extra</b>	The printer detects A3 Nobi, A3 Wide and Tabloid Extra sizes as the same. Use this setting to tell the printer which of the three sizes is loaded in Traym.

ITEM	VALUE		DESCRIPTION
Traym Config, where m is in range 1 to 5 (similar arrangement for all trays)	Legal 14 Paper	<b>Legal 14</b> Legal 13.5	Sets the length of the legal paper in Traym. Change this to Legal 13.5 if that is the standard legal size in your country.
	A5/A6 Paper	A5/A6 <b>Postcard</b>	The printer detects A5, A6 and Postcard sizes as the same. Use this setting to tell the printer which of the three sizes is loaded in Traym.
MP Tray Config	Paper Size	A3 Nobi A3 Wide A3 A4 Sht Edge <b>A4 Long Edge</b> (A) A5 A6 B4 B5 Short Edge B5 Long Edge Legal 14 Legal 13.5 Tabloid Extra Tabloid Letter Sht Edge <b>Letter Long</b> <b>Edge (L)</b> Executive Custom Com-9 Envelope Com-10 Envelope Monarch Envelope DL Envelope Landscape Postcard Double postcard C5 C4 Index Card	Sets paper size for MP Tray.

ITEM	VALUE		DESCRIPTION
MP Tray Config	X Dimension	3 – <b>8.3</b> (A) – <b>8.5</b> (L) – 12.9 inch 76 – <b>210</b> (A) – <b>216</b> (L) – 328 mm	Sets Custom paper width for the MP Tray. Sets for the direction perpendicular to the direction of paper movement.
	Y Dimension	3.5 – <b>11.0</b> (L) – <b>11.7</b> (A) – 47.2 inch 90 – <b>279</b> (L) – <b>297</b> (A) – 1200 mm	Sets Custom paper length for MP Tray. Sets for the same direction as paper movement.
	Media Type	<b>Plain</b> Letterhead Transparency Labels Bond Recycled Card stock Rough Glossy Envelope User Type1 User Type2 User Type3 User Type4 User Type5	Sets the media type for MP Tray.
	Media Weight	<b>Auto</b> Light Medium Light Medium Medium Heavy Heavy Ultra Heavy 1 Ultra Heavy 2 Ultra Heavy 3	Sets the media weight for MP Tray.
	Tray Usage	Normal Tray	Tray selection/switching uses this tray as the normal tray.
		<b>When Mismatching</b>	If a paper size or type in a tray is not matched to that of the print data, use paper from this tray instead of the specified tray.
		Do Not Use	Makes the MP tray unavailable in auto tray selection/switching.

## SYSTEM ADJUST

ITEM	VALUE	DESCRIPTION
Power Save Time	5 min 15 min 30 min <b>60 min</b> 240 min	Sets the period after which power save mode starts.
Clearable Warning	<b>Online</b> Job	When Online is selected, you must manually clear the warning by pressing the Online button. Change to Job if you wish the message to automatically clear when a new print job is received.
Auto Continue	ON <b>OFF</b>	Sets whether the printer is automatically recovered when Memory Overflow or Tray Request occurs.
Manual Timeout	OFF 30 sec <b>60 sec</b>	If paper is not fed within this time in manual feed, the job is cancelled.
Wait Timeout	OFF 5 sec 10 sec 20 sec 30 sec <b>40 sec</b> 50 sec 60 sec 90 sec 120 sec 150 sec 180 sec 210 sec 240 sec 270 sec 300 sec	Sets the time period between stopping receipt of job data and forced print. For PS, printing is not carried out and the job is cancelled.

ITEM	VALUE	DESCRIPTION
Low Toner	<b>Continue</b> <b>Stop</b>	Sets the printing operation when insufficient toner is detected. <b>Continue:</b> the printer can continue printing while remaining online. <b>Stop:</b> the printer stops printing and goes offline.
Jam Recovery	<b>ON</b> <b>OFF</b>	<b>ON:</b> continues printing the job, including any jammed pages, once the jam has been cleared. <b>OFF:</b> Cancels a job including the page currently jammed.
Error Report	<b>ON</b> <b>OFF</b>	<b>ON:</b> prints an error report during the occurrence of an internal error. This item is valid only for PS and PCLXL.
Language	<b>English</b> German French Italian Spanish Swedish Norwegian Danish Dutch Turkish Portuguese Portuguese (Brazil) Polish Russian Greek	Sets the language to be used in the LCD panel and local printing.

ITEM	VALUE		DESCRIPTION
Print Position Adjust	X Adjust	<b>0.00</b> +0.25 – +2.00 -2.00 – -0.25 mm 0.00 +0.01 – +0.08 -0.08 – -0.01 in	Adjusts the position of the whole printing image (0.25 mm, 0.01 in interval) perpendicular to the direction of paper movement (i.e. horizontally).
	Y Adjust	<b>0.00</b> +0.25 – +2.00 -2.00 – -0.25 mm 0.00 +0.01 – +0.08 -0.08 – -0.01 in	Adjusts the position of the whole printing image (0.25 mm, 0.01 in interval) parallel to the direction of paper movement (i.e. vertically).
Print Position Adjust	Duplex X Adjust	<b>0.00</b> +0.25 – +2.00 -2.00 – -0.25 mm 0.00 +0.01 – +0.08 -0.08 – -0.01 in	During the flip-side printing of duplex printing, adjusts the location of the whole printing image (0.25 mm, 0.01 in interval) perpendicular to the direction of paper movement (i.e. horizontally).
	Duplex Y Adjust	<b>0.00</b> +0.25 – +2.00 -2.00 – -0.25 mm 0.00 +0.01 – +0.08 -0.08 – -0.01 in	During the flip-side printing of duplex printing, adjusts the location of the whole printing image (0.25 mm, 0.01 in interval) parallel to the direction of paper movement (i.e. vertically).
Drum Cleaning	<b>ON</b> <b>OFF</b>		Set to produce idling of a drum before printing in order to reduce horizontal white lines. This shortens image drum life.
Hex Dump	Execute		Prints out the data received from the host PC in hexadecimal code.



## **MENUS EXAMPLE 1 – TRAY 1 TRANSPARENCIES**

To print on transparencies (accommodated in Tray1):

- 1.** Ensure that the LCD panel indicates that the printer is ready to print.
- 2.** Enter menu mode by pressing either the **Up-arrow** or **Down-arrow** button and press them repeatedly as required until the Menus menu is highlighted.
- 3.** Press the **Enter** button to select this menu.
- 4.** Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Tray Configuration is highlighted.
- 5.** Press the **Enter** button to select this Item.
- 6.** Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Tray1 Config is highlighted.
- 7.** Press the **Enter** button to select this Item.
- 8.** Press the **Up-arrow** or **Down-arrow** buttons repeatedly until MediaType is highlighted.
- 9.** Press the **Enter** button to select this Item.
- 10.** Press the **Up-arrow** or **Down-arrow** buttons repeatedly to move through the range of media types until Transparency is highlighted.
- 11.** Press the **Enter** button to select this value.
- 12.** Check that an asterisk (\*) appears beside Transparency.
- 13.** Press the **Online** button to exit menu mode and return to the ready to print status.

## MENUS EXAMPLE 2 – MP TRAY PAPER SIZE

To set paper size in the MP Tray:

1. Ensure that the LCD panel indicates that the printer is ready to print.
2. Enter menu mode by pressing either the **Up-arrow** or **Down-arrow** button and press them repeatedly as required until the Menus menu is highlighted.
3. Press the **Enter** button to select this menu.
4. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Tray Configuration is highlighted.
5. Press the **Enter** button to select this Item.
6. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until MP Tray Config is highlighted.
7. Press the **Enter** button to select this Item.
8. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Paper Size is highlighted.
9. Press the **Enter** button to select this Item.
10. Press the **Up-arrow** or **Down-arrow** buttons repeatedly to move through the range of paper sizes until the required size is highlighted.
11. Press the **Enter** button to select this value.
12. Check that an asterisk (\*) appears beside the chosen size.
13. Press the **Online** button to exit menu mode and return to the ready to print status.

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